

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-11				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Source Water Protection Worksh				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 4.0, 4.2, 6.1, 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2018 To 06/30/2019				
Comments: Additional PWS: 6.2.5, 6.3, 6.3.1, 7.1.1, 7.1.2, 7.1.3, 7.2.1-7.2.6, 7.3.1, 7.3.2, 7.4.1-7.4.6; Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 09/01/2015 To 06/30/2019    Cost/Fee:    LOE:										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:    Cost/Fee    LOE:										
Cumulative Approved:    Cost/Fee    LOE:										
Work Assignment Manager Name Sherri Comerford  _____ (Signature)                      (Date)							Branch/Mail Code: Phone Number: 202-564-4639 FAX Number:			
Project Officer Name Nancy Parrotta  _____ (Signature)                      (Date)							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn  _____ (Signature)                      (Date)							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Angela Lower  _____ (Signature)                      (Date)							Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Cadmus (EP-C-15-022)**  
**Work Assignment 3-11**

**I. ADMINISTRATIVE**

**A. TITLE:** Source Water Protection Workshops

**B. WORK ASSIGNMENT Contracting Officer's Representative (WACOR):**

Sherri Comerford  
US Environmental Protection Agency  
OGWDW/DWPD/Prevention Branch  
1200 Pennsylvania Avenue NW  
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Washington, DC 20460  
TEL (202) 564-4639  
E-Mail: [comerford.sherri@epa.gov](mailto:comerford.sherri@epa.gov)

**C. QUALITY ASSURANCE**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

**D. BACKGROUND:**

Under previous work assignments, the contractor provided support for 88 regional, state, or local source water protection workshops. These workshops were conducted to promote source water protection at the local level or to integrate source water protection into related programs at the state or federal levels. As a key component of these activities, partnerships among stakeholders in source water protection were either in place and strengthened or established. This work assignment includes a new task to provide technical and logistical support for two workshops on protecting source water through aquifer exemptions.

**E. PERIOD OF PERFORMANCE:** July 1, 2018-June 30, 2019

**II. OBJECTIVE**

Under this work assignment the contractor shall provide technical and logistical support for up to six (6) Source Water Collaborative Workshops at the regional, state or local level.

**III. TASK DETAIL**

The contractor shall perform the following tasks:

**Task 0: Workplan and Budget Development**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor (if any) labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task



also includes weekly telephone conferences between the EPA COR and the project manager, each approximating one hour in duration, to coordinate and confirm task performance. In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-11, WA 1-11, and WA 2-11.

**Task 1: Provide Technical and Logistical Support to Source Water Workshops (4.0; 4.2; 6.1; 6.1.1; 6.1.2; 6.1.3; 6.2.1; 6.2.3; 6.2.5; 6.3.1; 7.1.1; 7.1.2; 7.1.3; 7.2.1-7.2.6; 7.3.1; 7.3.2; 7.4.1-7.4.6)**

This work assignment shall provide support for up to five (5) workshops, which are identified below (Section VI - Travel). The workshops shall promote interaction, collaborative actions, and partnership building, as well as information exchange. Priority consideration for funding workshops will be given to those that address contaminants covered under key Agency initiatives and will be designated by the EPA WACOR through written technical direction.

The contractor shall provide technical and logistical support for these workshops, including: (a) assisting in design of workshop agenda, (b) workshop facilitation, (c) note taking, (d) support for preparation of workshop materials, (e) identifying potential participants, (f) on-line registration, (g) the logistics of workshop meeting space, (h) developing and maintaining workshop mailing lists, (i) updating a report on summary workshop information as well as detailed summaries of workshop results that have been held from December 2004 through June 30, 2018, and (j) preparing, distributing, and collecting workshop evaluations.

On receipt of written technical direction from the EPA WACOR, the contractor shall provide expert speakers for the one to two-day workshops. The exact number of expert speakers may vary based the specific topics of the workshops; however, EPA anticipates that workshops may require up to five (5) expert speakers. The EPA WACOR has the discretion to provide for more than five expert speakers if this is important for the success of a workshop and within the overall project budget. EPA intends that venue selection, audiovisual support and other logistical support not mentioned above will be arranged by the local host.

Potential support activities listed above can be negotiated between the workshop hosts, the contractor, and the EPA WACOR, with the EPA WACOR making the final determination on what support activities are provided after consideration of programmatic objectives. Priorities for this option period will include expert speaker travel and registration support.

The contractor shall not provide for food and beverages for non-federal participants at any workshop, either directly or indirectly (such as an item under the costs for a meeting facility). EPA may pay for food and beverages for federal workshop participants only under limited circumstances outlined in Agency policies and only if this is approved by the appropriate EPA managers. The contractor shall notify the EPA WACOR promptly if a host requests support for food and beverages under this work assignment.

The workshop schedule shall include opening and closing sessions, and as well as breakout sessions on specific topics as determined by the EPA WACOR. Closing sessions should provide a summary of key issues and/or decisions and a discussion of next steps that identifies future collaborative and planning/protection actions.

The presentations and workshops/discussions shall have a local level focus or provide local level examples of stakeholder collaboration and protection activities, or build collaborative partnerships to integrate source water assessment information and source water protection measures into relevant state and federal agency programs.

One copy of the workshop materials (i.e., stakeholder collaboration models or guidelines, model ordinances, source water protection case studies, source water protection plans, and/or source water assessment results), after approval by EPA WACOR, shall be provided to each attendee to support the goal of information transfer and encourage follow up actions by participants to build or strengthen partnerships and promote protection after the conference. In addition, the contractor shall provide to the EPA WACOR one copy, either electronic or hardcopy, of presentations delivered at each workshop, if available.

1.2 Based on the notes taken as described above, the contractor shall provide a draft meeting summary and summary of workshop evaluations to the COR within two weeks after the workshops take place. The contractor shall provide a final meeting summary and summary of workshop evaluations two weeks of receiving feedback from the COR.

1.3 The contractor shall provide a summary of the year's workshops no later than June 15, 2019. The contractor shall provide a final summary one week after WACOR's comments, or no later than June 30, 2019.

**All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA CLCOR as needed and provided to the Contracting Officer and WACOR. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the CLCOR.**

In gathering information or performing research with parties outside of EPA, the contractor shall identify him/her self as a contractor to EPA, not an EPA employee. The contractor shall provide input or make recommendations based on the information gathered; however, decisions on all substantive issues will be made by EPA. THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE, THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.

#### **IV. SCHEDULE OF DELIVERABLES**

Copies of all meeting notices, agendas, summaries, evaluations, and workshop presentations shall be sent to the EPA WACOR. All written deliverables, except evaluations and presentations, shall be provided in paper form and electronically (MS Word), and first in draft form. Evaluations shall be provided in hardcopy in final form. Presentations shall be provided in either hardcopy or electronically in final form. Upon receipt of comments from EPA WACOR, the contractor shall revise the draft final project matrix table and distribute final copies as stated in the Performance Work Statement.

<b>TASK:</b>	<b>DELIVERABLE:</b>	<b>DUE NO LATER THAN:</b>
0	Work plan & budget	Per contract requirements

1	Workshop schedule and location	4 weeks prior the confirmed date of each workshop
1	Draft agendas for each workshop	4 weeks prior the confirmed date of each workshop
1	Final agenda	2 weeks prior the confirmed date of each workshop
1	Copy of presentations	1 month after workshop
1.2	Draft summary of workshops and summary project information	2 weeks after workshop
1.2	Final workshop summary & evaluations and summary project information	2 weeks after WACOR's comments
1.3	Draft report of summary project information	No later than June 15, 2019
1.3	Final report of summary project information	1 week after WACOR's comments or June 30, 2019, whichever comes first

## **V. SOFTWARE APPLICATION FILES AND ACCESSIBILITY**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **VI. TRAVEL**

The contractor shall anticipate up to five (5) trips in support of this WA (Task 1) over the duration of the performance period. The travel is anticipated to be to provide technical and logistical support for Source Water Protection Workshops. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 1 well as the EPA's Mission to ensure protection of sources of drinking water, human health and the environment.

Workshops may include:

- Region 3 Forestry and Drinking Water Workshop, one day, fall time frame, vicinity of Charlottesville, VA
- Region 4 Forestry and Drinking Water Workshops, Wednesday, September 26, vicinity of Charlotte, NC
- Up to three (3) other 1-2 day workshops, vicinity of EPA Regional offices.

## **MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

#### **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

#### **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **VII. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-14				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Eval Tool for Tech Selec DPAS				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1, 5.2, 6.1.3, 6.1.6					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: Additional Paragraphs: 7.1.1, 7.2.1, 7.2.3, 7.2.6, 7.6, 9.1, 9.7 Immediate start is authorized for this work assignment										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2020										
This Action:						560				
Total:						560				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Matthew Magnuson							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-569-7321			
							FAX Number:			
Project Officer Name   Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name   Kathleen Rechenberg							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2853			
							FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 3-14**  
**Performance Period: Issuance-6/30/19**

**Title: Multi-criteria evaluation tool for technology selection during use of DPAS**

**Work Assignment Contracting Officer  
Representative (WACOR):**

Matthew L. Magnuson  
Environmental Protection Agency  
Office of Research and Development  
National Homeland Security Research Center  
Water Infrastructure Protection Division  
MS NG-16  
26 W. Martin Luther King Drive  
Cincinnati, OH 45268  
email: magnuson.matthew@epa.gov  
phone: 513-569-7321

**Alternate WACOR:**

Vicente Gallardo  
Environmental Protection Agency  
Office of Research and Development  
National Homeland Security Research Center  
Water Infrastructure Protection Division  
MS NG-16  
26 W. Martin Luther King Drive  
Cincinnati, OH 45268  
email: Gallardo.vince@epa.gov  
phone: 513-569-7176

**PWS Sections: 2.3.2, 2.4.2, 2.4.6, 3.4.6, 5.1,  
5.2, 6.1.3, 6.1.6, 7.1.1, 7.2.1, 7.2.3, 7.2.6, 7.6,  
9.1, 9.7**

**LOE: 560**

**Quality Assurance:**

Consistent with the Agency's quality assurance (QA) requirements, the contractor does need a Project-Specific Quality Assurance Project Plan (PQAPP). EPA will provide the contractor an example of a PQAPP from a previous, related task to develop a multi-criteria evaluation tool which is expected to be implemented in Excel or similar widely available software.

**Objective:**

The objective of this WA 3-14 (Multi-criteria evaluation tool for technology selection during use of DPAS) is develop a multi-criteria evaluation tool to enable technology selection during use of Office of Water's Water Security Division's (OW/WSD) Decontamination Preparedness and Assessment Strategy (DPAS). DPAS is being developed under WA 3-34 of this contract. It is expected that the tool will be implemented in Excel or similar widely available software.

**Purpose:**

Contractor support is required to provide technical and administrative support to develop and refine a multi-criteria evaluation tool for technology selection during use of DPAS.

DPAS suggests that users to assess remediation technology options by first listing options and then comparing them by a weight/score evaluation system to rank the technologies. Criteria for comparison include:

- Technical feasibility – ability to conduct and verify decontamination and treatment.
- Efficiency – ability to meet clearance goals.
- Long-term effectiveness
- Safety
- Lifecycle Cost
- Timeframe – avoid labor intensive process.
- Public perception/acceptability (aesthetic considerations, e.g. color, taste and odor of drinking water).
- Impact to human health and the environment – avoid the use of chemicals that could result on the production of new hazards.

The purpose of this work assignment is for the contractor to develop a multicriteria evaluation tool (MCET) for technology selection to provide a systematic means of comparing these criteria based on site specific inputs, e.g., system-specific design/construction and the contaminant(s) involved in the incident. The development will consist of several steps, including developing a strawman MCET, revising the strawman with the input from subject matter experts to form a draft MCET, and then further revision of the draft MCET with a broader user group. The strawman will be based on a contaminant of interest to water and wastewater utilities, such as petroleum released during a spill. The exact contaminant will be determined in consultation with EPA. The development of the MCET should thus focus on the chosen contaminant, but the tool should be flexible to allow it to be used with a variety of contaminants, although contaminant specific input parameters will be different.

### **Background:**

The EPA's National Homeland Security Research Center (NHSRC) conducts research to protect, detect, respond to, and recover from terrorist attacks on the nation's water and wastewater infrastructure. The Water Infrastructure Protection Division, conducts research on the treatment of public drinking water purposely contaminated with toxic industrial chemicals, pesticides, or chemical warfare agents. The intent is to expeditiously and safely clean up the drinking water system and get things back to normal operation. As a preferred approach, the contaminated water would be treated and then discharged to the public sewer system. A potential concern is that the waste water, although adequately treated to remove the contaminant of human health concern, will contain hazardous by-products or other constituents which are toxic to microorganisms used in the waste water treatment process. On at least two recent occasions, public sewer systems have refused to accept treated water and it had to be hauled to another location. A contamination event resulting in thousands of gallons of water will make this infeasible. Sufficient experimental data must be available to convince local and state officials charged with making tough decisions on the clean-up and disposal of contaminated water in the event of such an attack. This data should be aimed at goals of protecting human health while ensuring continuity of operation of the drinking and wastewater systems, which are infrastructure critical to both 1) ensuring sanitation and public health and 2) continuing clean-up operations

from the contamination event. NHSRC provides technical support to OW/WSD, such as the activities described in this work assignment.

Other examples for multi-criteria evaluation tools, constructed for specific purposes could be useful for the purpose of this PWS. For instance, EPA's provides an example framework for use in a surveillance and response system ([https://www.epa.gov/sites/production/files/2015-07/documents/framework\\_for\\_comparing\\_alternatives\\_for\\_water\\_quality\\_surveillance\\_and\\_response\\_systems.pdf](https://www.epa.gov/sites/production/files/2015-07/documents/framework_for_comparing_alternatives_for_water_quality_surveillance_and_response_systems.pdf)). Because the framework deals with surveillance technology, such as sensors, the approach reflects issues related to surveillance technology; however, some aspects could be adopted to decontamination technologies.

An approach to selection decontamination technologies is DeconST (see embedded powerpoint presentation, which is shared for purpose for this PWS, and is cleared for publication pending 508 compliance review). Although DeconST is designed for decontamination of indoor/outdoor areas, a quick review of DeconST illustrates some of its features could be adapted for this PWS.



DeconST\_Training\_  
VideoSlides\_022318.

Another related examples is found at <https://www.epa.gov/dwregdev/drinking-water-treatment-technology-unit-cost-models-and-overview-technologies> which reflect selection of technologies for drinking water treatment. In this case, the technologies reflect a dramatically different timeline than for remediation, but some of the principles could be adapted to remediation purposes.

Other examples are being developed under an EPA Star grant aimed at the needs of small systems: <https://www.colorado.edu/deriskcenter/> for instance <https://www.colorado.edu/deriskcenter/team/pablo-cornejo>

### **Scope of Work:**

All direction under this work assignment will be provided as written technical direction from the WACOR or alternate WACOR. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days with a copy to the Contract-Level Contracting Officer's Representative (CL-COR) and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR and EPA CL-COR in draft form for review and comment. The contractor shall incorporate WACOR review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

Under this work assignment, the WACOR will provide the contractor with electronic copies of the draft tools and resources for the contractor to perform the detailed tasks below.

### **Task Detail:**



The following tasks are designed to develop the multi-criteria evaluation tool (MCE tool) for DPAS through a process that involves end-user input, beginning with a “strawman” MCE tool. In this manner, users can provide input into both the format and content of the tool, reflecting their real-world experiences and preferences.

#### **Task 0. Administrative**

- A. The contractor shall prepare a workplan and budget according to the contract.
- B. The contractor shall prepare monthly progress reports in a format described elsewhere in this PWS.
- C. The Contractor shall develop a quality assurance plan (QAPP). The EPA WACOR will provide technical direction (via Technical Direction Memorandum) to the Contractor when clarification or direction is necessary. To speed this process and minimize effort, it is anticipated that the QAPP prepared for work will leverage an example provided by the WACOR with minimal effort. The contractor shall provide a draft to EPA within 2 weeks of WA issuance. The EPA WACOR will provide comments with 2 weeks of receipt from the contractor. The contractor will revise the QAPP within three days. It is assumed that the QAPP covers primary efforts in Task 4, specifically regarding the use of contaminant specific data.

#### **Task 1. Develop schedule for work assignment tasks**

It is anticipated that the revised draft MCE tool resulting from the tasks below will be available for simultaneous release with DPAS which may occur in the next 2-3 months (which is anticipated to be the time required to complete a minimally acceptable version of the product in Task 4). The contractor shall propose a schedule for the tasks below consistent with this goal. The schedule developed in this task may need to be more detailed than in the workplan (Task 0.A), due to the short timeline. However, if the workplan schedule is sufficient, this may take the place of the schedule in this task. Due to the short timeframe of the PWS, the schedule should involve at least biweekly meetings with the WACOR. It is recognized that, due to circumstances beyond the contractor’s control, that the release of DPAS may precede the availability of the MCE tool; however, the contractor should view this as not affecting the overall schedule of this work assignment, only its start and ending date.

#### **Task 2. Develop strawman MCE tool.**

In consultation with EPA, the contractor shall develop a strawman MCE tool (or, if warranted, tools), to discuss during the subject matter expert activity described in Task 3. The contract will consider the examples of MCE tools described in the background section, along with others they are aware of or uncover as a result of their review of MCE tool examples.

#### **Task 3. Conduct SME meeting.**

In consultation with EPA, the contractor shall organize and invite SMEs to a meeting to discuss and refine the strawman MCE tool(s) developed in Task 2. The contractor shall provide a list of

more than 10 SME and their qualifications in relation to the strawman MCE tool(s) and final approval will come from EPA WACOR on the pool of qualified SMEs. The contractor then shall choose which qualified SMEs to invite to the meeting. Through this meeting, the MCE tool will reflect end-user input in areas such as format, content, sophistication, or other real-world issues that real-world decontamination incidents have brought to light. The meeting is anticipated to be preferably at least one day and no more than two. The length of meeting will be determined in consultation with the WACOR based on discussion of the strawman MCE tool. The number of SMEs will likely be limited to less than 10, given the short timeline and the number of SMEs available for this topic. Approximately half of the SMEs may require travel support to the meeting location selected in consultation with the WACOR to minimize travel expenses. It is anticipated that the meeting location will be in a government furnished meeting space in the Washington, DC area, but the actual location will be determined based on availability and location of SME's in consultation with the WACOR.

#### **Task 4. Develop draft MCE tool.**

As a result of Tasks 2 and 3, the contractor shall develop from the "strawman MCE tool" a "draft MCE user tool" for distribution and review by a user group audience (such audience will also be selected in consultation with the WACOR). Based on review by this user group, the contractor shall revise the draft to a form suitable for incorporation into DPAS, keeping in mind the EPA/NHSRC website currently has blank links referred to in DPAS that are suitable for housing the tool (provided it is some sort of file). The revision of the draft will be in a form that it can be readily updated as time, funding, and interest are available.

#### **Special Reporting:**

The Contractor shall submit a Monthly Progress Report detailing activities undertaken and completed each month with an indication of upcoming tasks to be performed and anticipated problem areas.

#### **Meetings, Conferences, Training Events, Award Ceremonies and Receptions:**

No single event under this work assignment is anticipated to exceed \$20,000. The contractor shall immediately notify the EPA Contracting Officer, CL-COR and WACOR of any anticipated event that may potentially incur \$10,000 or more in cost during performance. Costs for the subject matter expert meeting (Task 3) expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

#### **Schedule of Deliverables:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Administrative</b>		
	Workplan, budget	According to contract
	Monthly progress reports	Monthly
	Quality Assurance Project Plan	2 weeks after WA issuance. Revision due 3 days after receipt of WACOR comments.
<b>Task 1: Develop schedule for work assignment tasks</b>		
	Schedule for all tasks for any items not specified in the workplan	Within 1 week following WA issuance
<b>Task 2: Develop strawman MCE tool</b>		
	Strawman MCE tool	Within 1 month following WA issuance
<b>Task 3: Conduct SME meeting</b>		
	Organize and invite SMEs	within 2 weeks after WA issuance
	Conduct workshop	Within 6 weeks via technical direction
	• Identify location, conference room	TBD
	• Schedule conference calls with organizers	TBD
	• Develop agenda, certificates, feedback forms, etc.	TBD
<b>Task 4: Develop draft MCE tool</b>		
	Revise content from SME meeting and WACOR input	within 8 weeks after WA issuance
	Send revision to user group (identified by WACOR)	within 8.5 weeks after WA issuance
	Revise content based on internal and external input	within 11 weeks after WA issuance
	Provide revised content to NHSRC for inclusion in its pre-existing links on its website	within 12 weeks after WA issuance

#### **Miscellaneous:**

##### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:

MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge.

Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **TRAVEL**

Travel is anticipated for this work assignment following appropriate approval by the CLCOR in accordance with Local Clauses EPA-H-31-104 Approval of Contractor Travel. Any travel will be allowable only in accordance with the limitation of FAR31.205-43 and FAR 31.205-46. Travel will occur within the timeframes noted on the Deliverables table. Task 3 will include travel but only if and when written technical direction is provided for work under this task.

## **Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-17				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name 16th Annual USEPA Drinking Wat				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 1.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   03/28/2019   To   06/30/2019				
Comments: Immediate start is authorized for this work assignment										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE: 0					
09/01/2015 To 06/30/2020										
This Action:					135					
Total:					135					
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name    Jill Neal							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>							Phone Number: 513-569-7277			
							FAX Number:			
Project Officer Name    Nancy Parrotta							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name    Lisa Mitchell-Flinn							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name    Angela Lower							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>							Phone Number: 513-487-2036			
							FAX Number:			

**PERFORMANCE WORK STATEMENT  
CADMUS CONTRACT EP-C-15-022  
WORK ASSIGNMENT 3-17**

**Title:** 16<sup>th</sup> Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions

**Period of Performance:** Date of Issuance through June 30, 2019

**Work Assignment COR:**

Jill Neal  
ORD, NRMRL, WSD  
USEPA  
26 W. Martin Luther King Dr.  
Cincinnati, OH  
513/ 569-7277  
Fax 513/569-7658  
[neal.jill@epa.gov](mailto:neal.jill@epa.gov)

**Alternate Work Assignment COR:**

Darren A. Lytle  
ORD, NRMRL, WSD  
USEPA  
26 W. Martin Luther King Dr.  
Cincinnati, OH  
513/ 569-7432  
Fax 513/569-7892  
[lytle.darren@epa.gov](mailto:lytle.darren@epa.gov)

**I. BACKGROUND**

In October 2001, EPA Administrator, Christine Todd Whitman, announced an initiative for additional research and development for cost-effective technologies to help small systems meet the new arsenic standard set at 0.010 mg/L and to provide technical assistance to operators of small systems to reduce compliance costs. As part of this initiative to assist small community water systems (< 10,000 customers) in complying with the new standard, EPA's Office of Research and Development (ORD) conducted a series of 50 full-scale, long-term, on-site demonstrations of arsenic removal technologies; Round 1 (12 projects), Round 2 (28 projects) and Round 2a (10 projects).

To provide information to the interested stakeholders (State agencies, water utilities, and

engineering firms) on the results of the arsenic treatment technology demonstration program, ORD began an annual series of workshops (2004-05-06) that showcased the arsenic demonstration program. The titles of these three Workshops are as follows:

- 2004 Workshop on the Design and Operation of Adsorptive Media Processes for the Removal of Arsenic from Drinking Water.
- 2005 Workshop on Arsenic Removal from Drinking Water.
- 2006 Workshop on EPA's Arsenic Removal Demonstration Program: Results and Lessons Learned.

These three workshops, although open to all parties having an interest in arsenic technology, were developed primarily for the State's Drinking Water staff responsible for compliance and enforcement of the revised arsenic regulation. Attendance by State personnel was in the 50-60 range with the total attendance around 150. The workshops were co-sponsored by the Office of Ground Water and Drinking Water (OGWDW), Office of Water (OW) who has the overall federal responsibility for the compliance of the arsenic regulation.

Because of the successfulness of the arsenic Workshops and the interest of the OGWDW and State attendees to have information provided on other drinking water contaminants and issues, the topics of the last eleven workshops (2007 to 2018) have included technical sessions on a variety of drinking water topics such as, inorganic, organic and microbiological contaminants, emerging contaminants, distribution systems, EPA regulations and other topics associated with small system problems.

This annual workshop (this year will be the 16th Annual), held in partnership with the Association of State Drinking Water Administrators (ASDWA), provides in-depth information and training on various solutions and strategies for handling small drinking water system challenges. It is designed for state personnel responsible for drinking water regulations compliance and treatment technologies permitting. This no-fee workshop draws a large amount of interest from state and federal attendees, as it covers some very pertinent topics, and promotes Cooperative Federalism. This conference has a large federal and state attendance because it provides federal and state personnel an opportunity to learn about the latest research and gather input/feedback from the states on what future research should be done to solve real-world problems for small drinking water systems. Specific portions of the workshop are dedicated to group discussions between the states and EPA. We encourage EPA staff to attend as it provides a valuable networking opportunity where the states and EPA can share concerns and solutions, and build working relationships. The workshop provides EPA with invaluable information from the states on challenges they are currently encountering in their interactions with small systems. With this information, EPA scientists and engineers can modify their research.

- 2007: U.S. EPA Workshop on Inorganic Contaminant Issues.
- 2008: Fifth Annual USEPA Drinking Water Workshop: Treatment and Distribution System Compliance Challenges.
- 2009: Sixth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

- 2010: Seventh Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.
- 2011: Eight Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.
- 2012: Ninth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.
- 2013: 10th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.
- 2014: 11th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.
- 2015: 12th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.
- 2016: 13th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions
- 2017: 14th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions
- 2018: 15th Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions

## **II. PURPOSE**

This work assignment is a continuation of work completed under Cadmus contract EP-C-12-023 WAs 5-31 and 6-31. As part of the strategic sourcing initiatives required by the Office of Acquisition Solutions (OAS), this work is being moved to an existing contract vehicle. The purpose of this work assignment is for the Contractor to provide logistic and technical support for the preparation and conducting of the EPA sixteenth annual drinking water workshop (2-1/2 days) to be held in Cincinnati, OH, September 24 - 26, 2019. The primary goal of this workshop is to provide information to employees of the State drinking water programs who have the compliance responsibilities for the drinking water regulations and related drinking water issues and problems. The Workshop will again be co-sponsored by the OGWDW, OW and ASDWA who will provide advice and recommendations on the Workshop agenda.

## **III. QUALITY ASSURANCE**

The tasks in this work assignment do not require environmental measures, therefore the contractor is not required to submit a Supplemental Quality Assurance Project Plan for this effort.

## **IV. TASK DESCRIPTIONS**

This performance work statement describes EPA's requirements regarding services to be rendered by the contractor for the 16<sup>th</sup> Annual Drinking Water Workshop. The contractor shall reserve the Northern Kentucky Convention Center provided it is available, for the 2019 2-1/2day workshop in Cincinnati, OH, September 24 - 26, 2019. The location site was researched and



determined by the contractor (and approved by EPA) under the previous contract and work assignment. The workshop arrangements shall include the following:

### **Task 1. Workshop Arrangements**

The Contractor shall:

1. Contact the WACOR within 3-days of work assignment issuance to arrange a kickoff meeting to discuss workshop details and arrangements
2. Secure the meeting facility and lodging within 5-days of work assignment issuance.
  - 2a. In the event that the aforementioned facility is unavailable, the contractor shall:
    - Conduct research into possible venues.
    - Contact venues about availability and request proposals.
    - Review venue proposals and negotiate agreements.
    - Work with planning team to schedule site visits and select venue.
    - Review venue agreement with EPA and secure venue location.
    - Research hotel room block options (if necessary or separate from venue agreement)
    - Sign hotel room block agreement (if necessary or separate from venue agreement)
3. Provide for meeting rooms for the workshop as follows:
  - 1<sup>st</sup> Day (Tuesday):
    - a) - One general meeting room to accommodate up to 400 people classroom style (Half day- morning).
    - b) - Two general meeting rooms to accommodate up to 200 people class room style (Half day - afternoon)
  - 2<sup>nd</sup> Day (Wednesday):
    - a) - Six small meeting areas to accommodate up to 50 people for discussion groups (Half day - morning)
    - b) - Two general meeting room to accommodate up to 200 people classroom style (Half day - afternoon)
  - 3<sup>rd</sup> Day (Thursday)
    - a) - One general meeting room to accommodate up to 400 people classroom style (Half day - morning).
  - Provide for space and supplies for 10 posters for 1<sup>st</sup> and 2<sup>nd</sup> day.
4. Arrange for all necessary audio/visual equipment for all meeting rooms and provide a conference A/V equipment list for each conference room.
  - Coordinate workshop logistics, venue setup needs, and AV needs with the selected venue/venues and AV companies.
5. Provide all workshop support services before the 2-1/2-day workshop. Support services shall include:

- the use of the Eventbrite on-line registration service
- maintaining registration list,
- collect presentations and materials from speakers.
- identify and research options for tracking attendees in-sessions while onsite.
- collect cost and functionality information and discuss options with EPA.

## **Task 2. Workshop Agenda and Announcement and Speakers.**

1. The contractor shall provide QA of the draft workshop announcement and workshop agenda provided by the EPA WACOR. The workshop announcement shall be based upon those created for past workshops. The draft agenda shall be based upon a list of drinking water topics and speakers provided by the EPA WACOR. Identifying and securing the services (or commitment) of Speakers for all non-EPA presentations shall be the responsibility of the contractor. The minimum qualification of the non-EPA speakers will be provided by the EPA WACOR through written technical direction and will be based on subject matter from the agenda that is currently not covered. EPA projects that **twelve** non-federal speakers shall be required. The contractor shall submit the list of proposed subject matter experts to the EPA WACOR for review. Within 5-days of EPA's approval of each individual, the contractor shall secure any subcontract/consultant or travel agreements required. Once in-place, the contractor shall arrange travel, lodging and per diem for all non-federal speakers.
2. The contractor shall provide QA (editorial review) of the Workshop announcement and agenda before placement on the EPA ORD drinking water website.

## **V. SCHEDULE OF DELIVERABLES**

### **Task 1. Workshop Arrangements and Registration**

1. Within 3-days of work assignment issuance, the Contractor shall contact the EPA WACOR to arrange the kickoff conference call.
  1. The contractor shall reserve the meeting location within 5-days of work assignment issuance.
  2. The contractor shall complete all required meeting place arrangements after work assignment issuance.
  3. The contractor shall set-up/activate the Eventbrite on-line registration within 2 Days after the meeting place arrangements are completed.

### **Task 2. Workshop Announcement and Agenda and Speakers**

1. EPA is providing the Workshop Announcement and Agenda to the contractor via technical direction. The contractor shall provide QA, to be completed within 2 Days after receiving the Announcement and Agenda from the EPA.
2. The contractor shall submit the list of proposed subject matter experts to the EPA WACOR for review within 10 days of receiving technical direction.
3. Within 5-days of EPA's approval of each individual, the contractor shall secure any subcontract/consultant or travel agreements required.
4. The contractor shall secure travel, lodging and per diem for all non-federal speakers within 14 days of the workshop.

## **VI. TRAVEL**

The contractor shall provide support for the EPA effort to conduct a 2-1/2-day workshop September 24 - 26, 2019, in Cincinnati, OH, by contacting and confirming attendance by an estimated 12 technical experts.

Travel other than local, shall be authorized by the Contract Level COR prior to the travel. Travel for an estimated 12 non-federal speakers shall be the responsibility of the contractor.

Within 2 Days after receiving from EPA, a list of speaker qualifications and a suggested list of experts, the contractor shall submit a list to the EPA that includes the names and brief background of each proposed subject matter expert for EPA's approval. All speakers shall participate on a voluntary basis and will not be compensated for their time. The contractor shall work with each expert to prepare all travel arrangements including flights, per-diem and lodging if applicable. For planning purposes, the contractor shall assume three night's lodging. No travel arrangements will be required for individuals within the local commuting area of Cincinnati, OH. The contractor must execute appropriate travel agreements with each selected speaker that requires other than local travel, before travel expenses will be approved and paid under the work assignment. Travel expenses shall only be paid for the contractor's approved staff and individuals approved by EPA as subject matter expert speakers. All travel expenses shall be in accordance with FAR travel requirements.

## **VII. LEVEL OF EFFORT ESTIMATES**

EPA estimates that 135 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

## **VIII. EPA GREEN MEETING REQUIREMENTS**

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>."

## **IX. ACCEPTANCE CRITERIA**

The Contractor shall provide all materials written as part of these tasks to the EPA WACOR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

#### **X. MANAGEMENT CONTROLS**

Periodic check-ins between the EPA WA COR or other EPA technical representative and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WACOR's discretion, these check-ins may occur via teleconference or video conferences. The contractor shall document each check-in and submit copies of this correspondence to the EPA WACOR. For planning purposes, the contract shall assume up to 8 check-ins prior to the end of the option period.

The EPA WACOR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WACOR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA CL-COR and the EPA WACOR or alternate EPA WACOR are the primary representatives of the Contracting Officer authorized to provide technical direction.

#### **XI. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS**

EPA projects the event supported by this work assignment will exceed \$20,000. As such, the event is subject to EPA's conference spending requirements. The event shall not occur during this work assignment but shall occur in the subsequent period that has been exercised and the need has been met. EPA Form 5170 shall be submitted with the follow-on work assignment and will include costs associated with this work assignment within its cost data. The contractor shall track and report cost associated with this event in accordance with the EPA Office of the Chief Financial Officer's March 10, 2016 Conference Spending Guide [http://intranet.epa.gov/fmdvally/conferences/documents/conference\\_spending\\_guide.pdf](http://intranet.epa.gov/fmdvally/conferences/documents/conference_spending_guide.pdf). In addition, the Contract shall include Conference Code MM262602 to all documents prepared under this work assignment

#### **XII. QUALITY ASSURANCE SURVEILLANCE PLAN** In accordance with Contract requirements.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-18				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name SDWIS Training & Tech Assist				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.0, 2.1, 2.1.3, 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   07/01/2018   To   06/30/2019					
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2019										
This Action:						7,750				
Total:						7,750				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Kim Ngo  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 214-665-7158 FAX Number:			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name   Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:			

## **PERFORMANCE WORK STATEMENT**

**Cadmus EP-C-15-022**

**Work Assignment No. 3-18**

**July 1, 2018 – June 30, 2019**

### **I. ADMINISTRATIVE:**

**A. Title:** SDWIS Training and Technical Assistance on SDWA Implementation in Region 6

**B. Work Assignment Contracting Officer's Representative (WACOR):**

Kim Ngo Kidd

1445 Ross Avenue (6WQ-SD)

Dallas, TX 75202

214-665-7158

[Ngo.kim@epa.gov](mailto:Ngo.kim@epa.gov)

**C. Background:**

The Environmental Protection Agency (EPA) Regions have direct implementation responsibility for the Tribal Drinking Water Program and Underground Injection Control (UIC) Program. Regions 6, 4, and 10 request contractor assistance to help us with our Tribal Safe Drinking Water Information Systems (SDWIS) functions and also assistance on SDWA regulatory and programmatic implementation for the Tribal Drinking Water and UIC Programs. A number of tasks in WA 3-18 build on work performed under WA's 0-18, 1-18, and 2-18 of the current contract.

**D. Quality Assurance**

The task 7 in this Work Assignment (WA) requires the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor shall supplement the Contract Level Quality Assurance Project Plan (QAPP) to assure for the quality of the data under Task 7 of this work assignment. The work is identical to work that was completed under 0-18. The SQAPP was submitted and approved. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

**E. LOE: approximately 7750 total hours (see memo)**

### **II. OBJECTIVE:**

The contractor shall provide technical support in the training and use of SDWIS/State for Region 6 and 4's Tribal Drinking Water Program, and the contractor shall provide technical support in the implementation of Safe Drinking Water Act (SDWA) for the Region 6 and 4's Tribal Drinking Water Program and for Region 10's UIC Program.

### **III. TASK DETAIL:**

The contractor shall perform the following tasks:

**Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The

work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-18, 1-18 and 2-18 of the current contract. The work plan shall explain that use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 7 of WA 0-18. This task also includes monthly progress and financial reports that shall be submitted in accordance with the current contract reporting requirements. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated cost of \$20,000 or more, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WA COR will then prepare internal paperwork for approval of the cost and will advise the contractor when the appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

#### **Task 1 – SDWIS Targeted Training for R6 Tribal Program (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

The Contractor shall provide support for up to fifty (50) SDWIS training sessions (already developed through SDWIS implementation experience) via the “GoTo” Meeting software application or another format acceptable to the Region 6. The contractor shall provide one (1) senior technical expert with advanced knowledge of SDWIS/State operating procedures to train R6 on the following:

- a) Assist with compliance determination in SDWIS/State
- b) Identify and resolve Compliance Decision Support issues
- c) Identify and resolve issues with Total Coliform Rule (TCR), Revised Total Coliform Rule (RTCR), Ground Water Rule (GWR), Phase II/V, Lead and Copper Rule (LCR), Stage 2 Disinfectant and Disinfection By-Products Rule (DBPR).
- d) Answer general questions
- e) Assist with queries as needed

It is anticipated that each of the training sessions (a-e) shall be attended by at least one (1) staff and will be approximately two (2) hours in length. Training materials need not be developed in advance as the “GoTo” Meetings will show what screenshots the trainings are covering in real time. If necessary, training materials may be distributed to attendees after the trainings.

**Task 2 – Facilitate Lab Electronic Data Interface (EDI) for R6 Tribal Program (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

The contractor shall incorporate support for up to fifty (50) SDWIS training sessions for EPA Region 6 via the “GOTO” Meeting software application or a similar format. The contractor shall provide one (1) senior technical expert with no less than five (5) years of experience to provide technical assistance to complete lab electronic data interface (EDI) reporting to EPA. This assistance shall focus on the following:

- a) Laboratory Electronic Reporting with all Region 6 labs for chem./rads, RTCR, LCR, and process those successfully into SDWIS/State
- b) Error correction Quality Assurance Quality Control (QA/QC)
- c) For new labs: Consult regarding file format, schema changes, R6 DI requirements; Testing; Process data into SDWIS/State; Error correction QA/QC, and consult with Laboratory on miscellaneous issues
- d) Hold up to 10 training sessions via Adobe Connect for labs regarding the Standard Operating Procedures (SOP)

Under items a – c, it is anticipated that each training session shall be attended by at least 1 staff and will be approximately 2 hours each in length. Under item d, it is anticipated that the Adobe Connect training sessions for labs (up to 10 sessions) shall be attended by at least 1 staff and will be approximately 2 hours each in length.

**Task 3 – SDWIS Clean up ETT Tool Project (PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)**

This task shall include up to fifty (50) SDWIS training sessions to Region 6 and its Primacy States (mainly LA, NM, OK, and TX) as well as other Regions and States at the written technical direction of the WACOR. The training sessions shall be via the “GOTO” Meeting software application or similar application acceptable to the WACOR, to address SDWIS data management issues of public water systems (PWS) that are on the enforcement targeting tool (ETT) list. An ETT Assistant (ETTA) Tool was developed in Spring of 2015 to facilitate this task in Region 6 and rolled out in Fall of 2016. Part of this task shall include continuing developing the ETTA tool so that it can be used by multiple versions of SDWIS/State.

Each training session shall include at least 1 EPA staff in attendance and is anticipated to last 2 hours in length. This includes returning outstanding violations (where appropriate) to compliance, cleaning up the ETT list, and allowing subsequent ETT lists to be accurate, so that Region 6 and its States can target assistance towards PWS that are relevant. The training shall be geared toward multiple versions of SDWIS/State at the written technical direction of the WACOR and will apply to other Regions and States.

This effort includes using the ETTA tool in multiple versions of SDWIS/State: 1) to clean up the data in SDWIS and the ETT; 2) making SDWIS and the ETT more accurately reflect violation statuses of PWSs; and 3) reducing the oversight and response time of Region 6 staff (both WQ and EN) and of States to better spend our resources on achieving compliance. This also includes reducing oversight and response time for other Regions and States where applicable at the written technical direction of the WACOR. In addition, this effort includes continuing developing a standard operating procedure (SOP) with directions on how to utilize and apply the tool for the most efficient and effective use by the States. The SOP shall be applicable to multiple versions of SDWIS/State and in a format acceptable to the WACOR. In addition, the contractor shall, if directed by the WACOR via written technical direction, conduct up to ten (10) on-site assistance at the State office (located in Austin, TX, Baton Rouge, LA, or Santa Fe, NM or another location designated by the WACOR) lasting about three days and ten hours at



each location. Also, the contractor shall, if directed by the WACOR via written technical direction, participate in two national conferences/meetings to present updates on the ET TA tool. The meetings/conferences are anticipated to last up to 3 days and about 8 hours per day, at a location to be determined by EPA. For travel planning purposes the conference is proposed to be in Washington, D.C, Cincinnati, OH, or Norfolk, VA. Finally, the contractor shall coordinate the national rollout (remote webinars) of the ET TA tool to other EPA Regions and States. This includes setting up multiple webinars lasting about 2-3 hours each, registration of participants, and coordinating with EPA on the dates and logistics of this national rollout.

**Task 4a – Source Water Assessment Report Project (PWS Area: 4.0)**

Depending on the Region's need and at the technical direction of the WACOR, the contractor shall work with EPA to develop a Source Water Assessment (SWA) reports, that include information gathered in the field, a vulnerability rating (low, medium, or high vulnerability and the types of potential sources of contamination (PSOCs)). The contractor shall make a recommendation to the WACOR for adding SWA data to SDWIS/State for future migration to SDWIS/Prime. This effort is anticipated to include: 1) approximately 30 hours of exploration / preparation time for reviewing the previous SWS reports and supporting information; 2) approximately 50 hours to implement a process to combine the field information and calculate the vulnerability rating into a report; 3) approximately 50 hours for developing SOP guidance and presentation of this process to EPA for its use into the R6 Tribal DI Program through trainings delivered at a frequency and format acceptable to the WACOR. These trainings and presentations are anticipated to be approximately forty (40) hours, including fielding questions from EPA and following up with edits to the process and SOP. This training may include travel that consists of on-site presentations of two (2) three day trips lasting 10 hours each trip located in Dallas, Texas.

**Task 4b – Source Water Assessments (SWA) at Tribal water systems (PWS Area: 4.0)**

Depending on the Region's need and at the technical direction of the WACOR, The contractor shall conduct SWA on new sources and update SWA at existing sources at the request of the WACOR via written technical direction. This includes conducting SWA follow up, inventory updates in SDWIS, and preparation of SWA reports within 60 days in MS Word, pdf or a format acceptable to the WACOR (based on the availability of the SWA software under Task 4a). It is anticipated up to 20 SWAs (new or old source) are needed each lasting 10 hours and 3 days including travel days. The location of these SWAs are anticipated to be at Tribes in NM and OK and will be determined by the Region upon written technical direction of the WACOR.

**Task 5: Laboratory sampling coordination and regulatory implementation compliance assistance (PWS Area: 2.0, 2.4, 2.4.1, 8.0, 8.1.3, 8.3.3, 8.3.8, 8.3.11)**

The contractor shall provide support with SDWA program direct implementation on Tribal lands, assistance with regulatory and special sampling, lab administration of sampling, ensure that chain of custody forms are filled out correctly, ensure that the labs report directly to R6, ensure sampling schedules are developed, develop public notices, inventory factsheets, new water system updates, and track capacity development. The contractor also shall oversee, schedule, and track all drinking water compliance and special samples required by R6 and ensure that they are analyzed and reported electronically to SDWIS in csv or another format acceptable to R6. The contractor shall document items in this task (public notices, sampling schedules) in MS Word, Excel, or another format acceptable to R6 such as xml. In addition, the contractor shall assist with regulatory implementation follow up on SDWA regulations or program requirements such as the Consumer Confidence Reports, LT2 Enhance Surface Water Treatment Rule, Stage 2 DBPR implementation, Lead and Copper implementation, Revised Total Coliform

Rule implementation, Public Notification, and Chem/Rads Rules. This also includes special studies such as LCR studies, Chemical Rules studies (waivers), DBP studies, or LT2 studies on tribal lands. It is anticipated that up to 5 types of regulatory sampling plans are needed to be reviewed and updated among the estimated 85 public water systems. Each sampling plan is anticipated to require up to 10 hours to prepare, coordinate and finalize for EPA.

**Task 6: Training and Operator Certification (PWS Area: 7.0, 7.1, 7.2, 7.2.1, 7.2.5, 7.3.1)**

The Contractor shall provide support for administration of the R6 Tribal operator certification program. The contractor shall review applications from operators to determine eligibility, prepare the operators through development and training, test for operator certification at the level required by the applicants, and help determine whether operators may be certified. The contractor shall conduct up to 10 trainings. These trainings shall be at the written technical direction of the WACOR and shall include these subjects: Basic Math Training in NM or OK, Operator Certification Tests in NM or OK, Understanding Compliance Monitoring in NM or OK, Disinfection Trainings in NM or OK, SDWA Rules Training (including Lead and Copper) in NM and OK, and Sanitary Survey Trainings in NM or OK; totaling up to 12 training events. Each training event is expected to last about 4 days (includes 2 travel days) at 10 hours per days. The dates of the trainings shall be coordinated with EPA. Preparation for each training event is estimated to take about 20 hours; the preparation and development of materials for the training shall be done in MS PowerPoint and handouts shall be provided in MS Word, Excel, PDF, or an acceptable format by EPA such as powerpoint. In addition, the contractor shall track and maintain the R6 Tribal Operator Certification database and keep R6 informed of status updates through routine conference calls. The contractor shall conduct up to fifteen (15) conference calls with EPA lasting about one (1) hour each, regarding the development of materials, tracking of operators, and follow up of certifications.

**Task 7: Sanitary Surveys and follow up (PWS Area: 2.0, 2.1.3, 2.1.4, 2.4.6, 2.4.7)**

The contractor shall provide support in conducting sanitary surveys and follow up activities on R6 Tribal lands. The contractor shall conduct up to 20 sanitary surveys at water systems in Region 6 tribal lands. Tribes are anticipated to include, but are not limited to: Jicarilla, Laguna, Cochiti, Isleta, Mescalero, San Felipe, Pojoaque, Sandia, Santo Domingo, and Tesuque. For travel purposes, the locations of these Tribes span NM and OK, but sanitary surveys may be expanded to LA and TX.

The sanitary surveys shall be conducted in clusters by geographic location to minimize travel costs. Task 7 includes travel to the water systems, completion of survey forms provided by Region 6, photos taken to document findings via jpg files, a report to Region 6 in MS Word, and tracking of the findings to assist Region 6 in sanitary survey follow up. The forms to be used for conducting the sanitary surveys shall be provided by R6 in order to ensure that all essential elements are covered. Each sanitary survey shall last approximately 10 hours per water system, depending on the system size and complexity. Documentation of the findings shall be by electronic photos provided to R6 via jpg or tiff files and a report provided to R6 via MS Word. It is anticipated that the sanitary survey documentation and report writing will take approximately 20 hours for each report and shall be completed and emailed to R6 via MS Word and Adobe pdf formats, within 30 days of the survey. Finally, the experts shall track and follow up on the deficiencies status. The follow up and tracking of deficiencies are anticipated to take approximately 10 hours for each of the 15 water systems. Finally, the experts shall participate in conference calls for a total of up to 8 hours per month to discuss sanitary survey deficiency tracking and solutions to help correct the deficiencies.

**Task 8: Tribal on-site and targeted technical assistance (PWS Area: 2.1.6, 2.1.7, 2.2.3, 2.4.2, 2.4.4, 2.4.6, 2.4.7, 3.4.4)**

The contractor shall provide support in developing solutions at Tribal water systems, conducting system-specific studies (Comprehensive Performance Evaluations [CPEs], Chlorine Contact Time [CT] evaluations, pilot studies, treatment studies, LCR studies including corrosion control studies, DBP compliance solutions, RTCR Level 1 and Level 2 Assessments), conducting system specific training, process control monitoring, and instrument calibration. The contractor shall conduct the following:

- a. Monthly Operating Reports (MORs) assistance for Tribes (including Jicarilla). The training comes in the form of up to 4 site visits, each lasting 3 days at 10 hours per day, which include up to 2 travel days. In addition, there will be about five (5) conference calls with the Tribe and R6, each lasting about 2 hours. Update of the system specific MORs will include 20 hours of MOR development.
- b. Significant deficiency follow up at PWSs selected by R6. This will involve up to two (2) technical assistance trainings per month each lasting 1 day at about 10 hours per day (including travel days). Preparation and follow up is anticipated to include about ten (10) conference calls with EPA and/or the Tribe lasting about 2 hours each.
- c. Update chlorine contact time (CT) calculations for up to twenty (20) water systems in R6. The expert shall verify data with R6, IHS, and Tribes in order to update the CT calculations for the Tribal water system. This will consist of five (5) conference calls to R6/IHS/Tribes lasting approximately 2 hours each. The work may consist of travel to verify CT, to approximately twenty (20) water systems grouped geographically to minimize travel costs, lasting 10 hours per system. A CT Report shall be provided to R6 in MS Word or other format acceptable by R6.
- d. Assist EPA with Level 1 and 2 Assessments. This will involve assistance over the phone on how to fill out the assessment forms. Based on historical data, we anticipate up to 10 level 1 assessments, each lasting about 3 hours per assessment total, including the initial phone call and follow up calls to complete the assessment. Based on historical data, we anticipate about 5 level 2 assessments (located at tribes in NM or OK), each lasting about 24 hours total, including one travel day, one assessment day, and one follow up day.
- e. Conduct CPEs. CPEs last up to 5 days at about 8 hours each day, that include the entrance interview, the technical evaluation, advise on findings, and the exit meeting. A report in word or pdf of the CPE with findings and photos shall be provided to R6 within a timeline determined by R6.

**Task 9a: SDWIS server hosting of updated applications for R6 (PWS Area: 6.0)**

The Contractor shall provide assistance on the server hosting of contractor accessible version of the R6 Tribal SDWIS and Oracle database applications oversight. The expert shall assist R6 on SDWIS hosting in a local area to R6 or other area designated by R6.

Region 6 Tribal Direct Implementation Program uses contractors/subcontractors to provide technical assistance to tribal water systems. Contractors/subcontractors are tasked with collecting water system information, performing sanitary surveys, providing operator certification training, Consumer Confidence Report preparation, and other essential technical assistance tasks as well as processing laboratory data into SDWIS/State. Reliable and timely water system information is essential to providing high-quality technical assistance. As technical assistance is provided, water system information is updated in the contractor/subcontractor accessible version of SDWIS/State. Contractor shall host the contractor/subcontractor-accessible version of tribal SDWIS applications on a Federal Information Security Management Act

(FISMA) compliant server that meets all federal information technology security requirements. The Contractor shall provide documentation regarding the server provider's security plan and authorization to operate (ATO) for review and approval by EPA headquarters (HQ). This task does not include any application development or new application acquisition.

Region 6 is an ardent supporter of SDWIS/Prime and the Compliance Monitoring Data Portal (CMDP). Region 6 staff have been heavily involved in the modernization effort and Region 6 is represented on almost all workgroups. The Contractor shall assist Region 6 with transitioning to SDWIS/Prime and the CMDP. The Contractor shall use the contractor's current tribal SDWIS/State test environment to modify existing interfacing applications and prepare data for migration. The Contractor shall closely monitor SDWIS/Prime and CMDP development in anticipation of transitioning as soon as possible.

**Task 9b: SDWIS server hosting of updated applications for R4 (PWS Area: 6.0)**

The Contractor shall provide assistance on server hosting of contractor accessible version for the R4 Tribal SDWIS and Oracle database applications oversight. This task does not include any application development or new application acquisition. The expert shall assist R4 to initiate SDWIS hosting service in a local area to R4 or other area designated by R4 and the WAM. This includes setting up drafts for federal reporting, drafts for CMDP synchronization, and ensuring backups to create redundancy in drinking water data. As technical assistance is provided, water system information is updated in the contractor/subcontractor accessible version of SDWIS/State. Contractor shall host the contractor/subcontractor-accessible version of tribal SDWIS applications on a Federal Information Security Management Act (FISMA) compliant server that meets all federal information technology security requirements. The Contractor shall provide documentation regarding the server provider's security plan and authorization to operate (ATO) for review and approval by EPA headquarters (HQ). This task does not include any application development or new application acquisition. Region 4 is a supporter of SDWIS/Prime and the Compliance Monitoring Data Portal (CMDP).

The Contractor shall assist Region 4 with transitioning to SDWIS/Prime and the CMDP. The Contractor shall use the contractor's current tribal SDWIS/State test environment to modify existing interfacing applications and prepare data for migration. The Contractor shall closely monitor SDWIS/Prime and CMDP development in anticipation of transitioning as soon as possible.

**Task 10a: Assistance on regulatory engineering plan reviews for New Mexico Environmental Department (NMED) (2.2.5, 2.1.1, 2.1.2, 3.2.4)**

The Contractor shall provide regulatory engineering plan reviews for PWS to assist NMED with their final review and approval of these engineering plans for PWS. Communication and coordination with the State shall be done in consultation with the WACOR. This includes:

1. Review construction plans and specifications in light of the drinking water regulations, NMED recommended standards for water facilities and standard for professional engineering practice.
2. Determine the completeness of an application or notification, determine the regulatory review period, record the submittal in SDWIS and notify the applicant in writing of the determination within 15 days of receipt of the submittal.
3. Recommend to NMED to reject application if incomplete; otherwise,
  - a. Review, document, and assist NMED to take proper action to approve for construction plans and specifications of PWS projects within the review period applicable for the project type as described in NM Administrative Code (Subsection 201.K) of the drinking water regulations.

- b. Provide any applicable written comments to the PWS to accompany NMED's approval within the regulatory timeframes given in Subsection 201.K of the drinking water regulations.
4. Review and recommend proper action to NMED to approve, disapprove or request additional information for as-built plans in accordance with NMED regulations and guidelines provided by NMED.
5. Conduct timely and thorough evaluations of technical reports and the technical feasibility of proposed projects, based on drinking water regulations and engineering principals.
6. Maintain up-to-date and accurate project files and SDWIS tracking according to NMED procedures provided by NMED.
7. Provide all completed project information & electronic documents to NMED Drinking Water Bureau Technical Services Team Manager on a weekly basis (for magneto file management).
8. Provide review of Construction Modifications as required in Subsection 201.N of the drinking water regulations, normally a written response within 30 days of receipt of the submittal.

This task 10a is anticipated to entail about 100 plan reviews and about 1500 hours.

**Task 10b: Assistance on non-regulatory engineering design plan reviews for NMED (2.2.5, 2.1.1, 2.1.2, 3.2.4)**

The Contractor shall provide non-regulatory engineering reviews for PWS to assist NMED with their final review and approval of these engineering plans for PWS. This includes:

1. Provide a review of environmental assessments within 5 work days of receipt.
2. Provide a review of preliminary engineering reports, as needed.
3. Provide conceptual engineering consultation to PWS as related to compliance with the NMDWR, as needed.
4. Maintain up-to-date and accurate project files and SDWIS tracking according to NMED procedures provided by NMED.
5. Provide all completed project information & electronic documents to NMED Drinking Water Bureau Technical Services Team Manager on a weekly basis (for magneto file management).

This task 10b is anticipated to entail about 60 plan reviews and about 900 hours.

Communication and coordination with the Tribes will be in consultation with the WACOR.

**Task 11: Assistance with UIC assessments on tribal lands for R10 (PWS Area: 2.0, 2.1.3, 2.4.6, 2.4.7)**

The contractor shall provide Class V UIC facility assessments (about 3 and up to 6 assessments) on tribal lands in Region 10. The number of assessments will depend on the complexity and resources required for the chosen injection wells, and will be determined for ideal geographical clustering in coordination with R10 and at the technical direction of the WACOR. In conducting assessments, R10 will provide a checklist which will include interviews (of the facility owners/operators), and gathering or reviewing files available on-site. Each assessment is anticipated to last about 2 days (travel included) at 8 hours each day. The preparation for each assessment is estimated to take about 8 hours. The contractor shall document the findings in a report to R10 via MS Word or in a format acceptable to R10. It is anticipated that the report writing will take approximately 10 hours each and shall be completed and emailed to R10 via MS Word and Adobe pdf formats, within 60 days of the assessment.



#### **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
Task 0	Workplan, budget, and QA supplemental. Monthly progress reports	According to contract
Task 1	SDWIS targeted training for R6	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 2	Facilitate lab EDI for R6	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 3	SDWIS clean up ETT project	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 4a	Source Water Assessment Software project: explore, develop, and train on software	Ongoing until end of performance period, per written technical direction
Task 4b	Source Water Assessments conducted	Ongoing until end of performance period, per written technical direction
Task 5	Laboratory sampling coordination and regulatory compliance implementation assistance	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 6	Training and operator certification program implementation	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 7	Sanitary surveys and follow up	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 8	Tribal on-site and targeted technical assistance	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 9a	SDWIS server hosting for R6	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 9b	SDWIS server hosting for R4	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 10a	Regulatory engineering plan reviews	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 10b	Non-regulatory engineering plan reviews	Shall begin July 1, 2018, and remain ongoing until end of performance period
Task 11	UIC inspections for R10	Shall begin July 1, 2018, and remain ongoing until end of performance period

#### **V. MISCELLANEOUS**

##### **Technical Direction:**

The CL COR or WACOR is permitted to provide technical direction. Technical direction must be within the scope of the WA PWS and includes: (1) Direction to the contractor which assists the contractor in accomplishing the PWS, (2) comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance.

##### **Software Application Files and Accessibility:**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and §

1194.22 Web-based intranet and internet information and applications. See:  
<http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

### **TRAVEL**

Specific dates of the training sessions, source water assessments, sanitary surveys, and conferences are TBD upon discussion with Tribes and/or States based on the need determined during the year. Travel for these activities shall be conducted with 1 contractor (Tasks 1-3) and up to 2 contractors (Tasks 4, 6-8). Specific locations for these travel activities are covered under each respective Task and are generally in NM and possibly in OK, LA, and TX. For the national meeting under Task 3, because the location and date is TBD, for the purposes of proposing, the contractor shall assume 10 two-day trips to Washington, DC with 1 contractor each. Travel requests shall be submitted to the WACOR for recommendation of approval by the CL-COR.

### **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WA COR.

### **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

### **VI. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-20				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Nat'l UIC DB Implementation				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 4.3, 6.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2019										
This Action:						300				
Total:						300				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Jill Dean  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8241 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				



**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 3-20**  
**Period of Performance: July 1, 2018 – June 30, 2019**

**I. ADMINISTRATIVE**

**A. Title: UIC Data - Implementation Support**

**B. Work Assignment COR  
(WACOR):**

<b>WACOR</b>	<b>Alternate WACOR</b>
Jill Dean OGWDW (4606M) 1200 Pennsylvania Avenue NW Washington, DC 20460 (202) 564-3241 <b>E-mail:</b> Dean.Jill@epa.gov	

**C. Quality Assurance:** Tasks 2-3 of this work assignment require use of primary and secondary data. Consistent with the Agency's quality assurance (QA) protocol, the contractor shall use the Supplemental Project Specific Quality Assurance Project Plan (PQAPP) delivered under WA 0-20, appending the Contract-level Quality Assurance Project Plan (QAPP) to ensure the quality of data used. The project specific quality assurance requirements must be addressed under Task 1, below.

**D. Background:**

The UIC Program is authorized under the authority of the Safe Drinking Water Act and is managed by EPA's Office of Ground Water and Drinking Water, UIC Program. Injection wells are used to emplace a variety of fluids underground. The UIC program has a variety of reporting mechanisms to collect information from the EPA Regions and state primacy programs. Data systems include the Inventory and Measures Reporting Service, the National UIC Database, and a desktop Access database for analyzing Form 7520 data. The UIC program will also be transitioning to a new web-based application that will replace both the hardcopy Form 7520 submission and the National UIC Database.

This work assignment supports EPA to increase the quantity and quality of data submitted to Headquarters; assess the quality of data analyses; promote and encourage data use by the program; and provide assistance to programs who are transitioning from current collection methods to the new application. Similar work was performed under WA 2-20 of the current contract. The tasks in this work assignment do not support development of the new web-based reporting application.

## **II. OBJECTIVE:**

Under this work assignment the contractor shall: (1) provide support to EPA for expanding the quality and quantity of data provided by primacy programs to the EPA Headquarters UIC program 2) provide user support for participating primacy programs through documentation, outreach and training 3) support increased analysis and use of UIC data and 4) provide support for use and maintenance of various reporting mechanisms.

**PWS Paragraphs: 4.3, 6.0**

## **III. TASK DETAIL**

The contractor shall perform the following tasks:

### **Task 0: Work Plan and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

All reports shall be submitted according to contract requirements including the work plan, monthly reports, and all invoicing requirements.

In addition, the contractor shall use the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) delivered under WA 0-20, appending the Contract-level Quality Assurance Project Plan (QAPP) and ensure the quality of secondary data used to complete these tasks. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

### **Task 1: Project-Specific Quality Assurance Project Plan**

Tasks in this WA 3-20 are a continuation of work conducted under WA 0-20, WA 1-20, and WA 2-20. The contractor shall update, as needed, the existing PQAPP completed under WA 0-20, as noted in section C Quality Assurance, and ensure the quality of secondary data used to complete these tasks. The PQAPP should reflect the QA procedures that the contractor shall take to assure project quality. The contractor shall write the PQAPP using the active voice. The text of the PQAPP must explicitly reference tools that the contractor shall use to document and review reproducibility and traceability, such as standard operating procedures, check lists, and guidelines. The PQAPP must include the tools as attachments for EPA's review and approval. The contractor shall perform work under this performance work statement in a manner consistent with the PQAPP. In addition, the contractor shall document relevant QA activities in any deliverable.

**Task 2: Provide User Support During UIC Data Transition**

EPA Headquarters is transitioning to a new web-based reporting application. The application will replace both hardcopy Form 7520 submission and electronic reporting to the National UIC Database. During 2018 and early 2019, EPA Headquarters will be collecting data using Form 7520-1 through 7520-4 and entering the data into an Access database.

The contractor shall support EPA in developing capacity to transition from e-reporting to reporting of summary data to the new application. EPA is aware that several e-reporters—both EPA Regions and primacy programs—cannot generate summary data similar to the Form 7520 data fields. The contractor shall provide user support for up to ten (10) programs and headquarters staff through technical assistance, communication, documentation, outreach and training. For planning purposes, activities might include

- support in generating reports and specialized queries from the existing program databases,
- reviewing reports from the new and old system for the purpose of quality control to verify that the same information retrievals, do in fact, produce the same results, or
- providing input on reports, design and user interface that can be incorporated into the new system.

While EPA is collecting Form 7520-1 through 7520-4 during the transition, the contractor shall provide support by developing specialized queries in a Microsoft Access database to facilitate analysis and provide plain English documentation of standard reports, specialized reports and specific data analysis. For planning purposes, the contractor shall assume no more than twenty (20) queries, reports, or analyses will be developed.

The contractor shall assume that technical changes to EPA or primacy program databases will use a separate contractor that provides development as well as operation and maintenance support. EPA shall coordinate communication and cooperation between the two contractors.

**Task 3: Support Use of UIC data**

The contractor shall support the development of fact sheets, reports and other documents using data collected by the UIC program. If the documents will be published on the web, 508 compliance is required. For planning purposes, the contractor should assume no more than five (5) documents of no more than ten (10) pages each will need formatting for 508 compliance.

The contractor shall provide support to EPA in improving usability of various in house reporting mechanisms through limited maintenance, updating, documentation, outreach and training. The contractor shall provide support to the EPA for limited data input, modification and retrieval of information. The applications that may need support include the Grant Allocation Model Excel spreadsheet (GAM), the Inventory and Measures Reporting System (IMRS), the “7520” Access database, 7520 forms and instructions and others as specifically identified.

#### IV. SCHEDULE OF DELIVERABLES

Task	Deliverable	Date Due to EPA
0	Workplan, budget and QA supplemental	Per contract requirements
	Monthly expenditures by task	One week after the close of the reporting period
	Monthly reports, and all invoicing documentation	Per contract requirements
1	PQAPP update	Within fifteen (15) days of issuance of work assignment
2	Provide user support materials to EPA	As requested by WACOR
	Develop specialized queries for data use	As requested by WACOR
	Provide plain English documentation of standard reports, specialized reports and specific data analysis.	As requested by WACOR
3	Fact sheets, reports or other documents	As requested by WACOR
	Improve usability for various reporting mechanisms.	As requested by WACOR
	Limited data input, modification and retrieval of information	As requested by WACOR

#### V. MISCELLANEOUS

##### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

##### TRAVEL

The contractor should not anticipate travel in support of this WA over the duration of the performance period.

##### MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award

ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

#### **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

#### **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

### **VI. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

### **VII. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual, such as the WA COR or Alt. WA COR is permitted to provide technical direction. Technical direction must be within the scope of the PWS of the work assignment and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-200				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Tech Supp Amer Iron & Steel				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.3, 3.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015   To   06/30/2019				0						
This Action:				4,500						
Total:				4,500						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Timothy Connor  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-1059 FAX Number:				
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name   Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				

**PERFORMANCE WORK STATEMENT**

**Work Assignment# 3-200**

**Period of Performance: 7/1/18-6/30/2019**

**CL PWS: 2.3 & 3.1**

**I. ADMINISTRATIVE**

**A. Title: Technical Support for American Iron and Steel Requirements**

**B. Work Assignment Contract Officer**

**Representative (WACOR):**

Timothy Connor  
Office of Wastewater Management (OWM)  
1200 Pennsylvania Avenue, NW (MC: 4204M)  
Washington, DC 20460  
202-566-1059  
202-564-2397 (fax)

**Alternate WACOR:**

Nick Chamberlain  
Office of Ground Water and  
Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW  
(MC: 4606M)  
Washington, DC 20460  
202-564-1871  
202-564-3754 (fax)

**C. Quality Assurance:** Task(s) 3 through 6 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Project-Specific Quality Assurance Project Plan (PQAPP) completed under task(s) 1 of WA 0-200, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:** The Clean Water State Revolving Loan Fund (CWSRF) and the Drinking Water State Revolving Loan Fund (DWSRF) contain the "American Iron and Steel" (AIS) requirements under which assistance recipients must use specific iron and steel products that are produced in the United States if the project is funded through an assistance agreement (those beginning January 17, 2014). However, there may be specific situations in which the Agency determines it is necessary to waive this requirement. The legislation allows for a waiver of the AIS requirements if Environmental Protection Agency (EPA) determines that:

- (1) applying [AIS requirements] would be inconsistent with the public interest;
- (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent

In order to implement the AIS provisions, the EPA has developed a logical approach to allow for easy implementation so that projects are not unduly delayed nor burdened. This approach and related procedures are documented in memoranda from the Directors of the EPA Office of Wastewater Management and



Office of Ground Water and Drinking Water to the EPA Regional Water Management Division Directors. These procedures describe the waiver process and the Agency's guidance for implementing the AIS requirements. The waiver procedures and other Agency information and training can be found on the AIS website at the following:

[http://water.epa.gov/grants\\_funding/aisrequirement.cfm](http://water.epa.gov/grants_funding/aisrequirement.cfm).

In order to help inform and coordinate Agency decision-making on the implementation of the AIS requirements and technical support relating to waiver requests and market availability, EPA is engaging the services of a national, EPA-based contractor to assist in: evaluating and tracking waiver requests; tracking and responding to AIS technical informational requests; gathering information to better inform technical decision-making; coordinating and conducting project site visits; and providing technical expertise in assessing individual informational and/or waiver requests, possible categorical or national waivers, and other Agency policies pertinent to meeting the AIS provisions.

## **II. OBJECTIVE:**

The Contractor shall provide support for technical and administrative tasks to help inform and coordinate policy development and decision-making on meeting the AIS provisions particularly in regard to dealing with requests for waivers from the requirements and conducting informational site visits. Efforts include:

- Evaluate and track (as requested by the WACOR) waiver requests related to the purchase and installation of AIS products for water and wastewater facilities to ensure waivers comply with one of the following justifications: (1) applying these requirements would be inconsistent with the public interest; (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.
- If applicable, evaluate construction cost estimates and develop detailed independent construction cost estimates when needed to evaluate waiver requests for the purchase and installation of construction material and equipment for water and wastewater treatment facilities, including, but not limited to, estimated costs for AIS products. Compare project costs using products manufactured in the United States (US) compared to foreign manufactured goods.
- Prepare a report on each waiver review requested by the WACOR. The report shall document the steps taken in evaluating the waiver request and include an analysis focusing on the individual waiver request's technical strengths and weaknesses and identification of informational deficits that, if adequately addressed, would strengthen the waiver request. The average time for all reports to be completed and returned to the WACOR shall be within seventy-two (72) hours of receiving the request for waiver; contractor shall notify EPA when a review will take over five (5) days. All reports shall be delivered to the WACOR in either Microsoft Word or Adobe PDF format (if designated/requested by the WACOR).
- Provide copies of all documentation used in the evaluation (upon request from the WACOR), summary of telephone calls, catalog information, quotes and estimates from manufacturers for construction materials, water and wastewater equipment, installation, and other information used in the evaluation.

- Development of a tracking spreadsheet database (as requested by the WACOR) documenting each waiver request including name and address of the requestor, Regional location, date waiver was submitted, justification for the waiver, results of the evaluation, date waiver was approved or rejected by EPA, and the rationale of EPA for the action taken. The database shall be updated and provided to the WACOR monthly. The database shall be in Microsoft Excel format.
- Informational Site Visit and Document Review coordination and assistance at loan recipient sites. EPA requests that the Contractor coordinate, conduct, and document regular (number as specified in Task 6) site visits for Clean and Drinking Water SRF loan recipients for the purpose of reviewing their understanding and implementation of the AIS requirements. The emphasis of the site visits is informational, education assistance for the recipients.
- Provide overall project management services, including subcontractor management (if applicable) and meet other administrative requirements, including:
  - Develop a project work plan to implement Performance Work Statement (PWS), including a detailed methodology, schedule, hours and dollars for completing each task and subtask.
  - Participate in meeting and conference calls, as requested by the WACOR, and provide a written summary of meetings and conference calls (if requested by the WACOR).
  - Provide monthly progress reports and other special reports as required by the WACOR.

EPA envisions that to meet the objective of this work assignment, certain skill sets and previous experience will be necessary.

These skill sets include:

- (1) A thorough understanding of the AIS Requirements, the Buy American requirements of the American Recovery and Reinvestment Act (ARRA), the differences and commonalities of both sets of requirements, and all related guidance for the relevant AIS and ARRA provisions.
- (2) Thorough understanding of US and foreign markets for construction materials and equipment used in water and wastewater treatment facilities. This understanding shall include knowledge of US manufacturing capability to produce iron, steel, and the relevant manufactured goods in sufficient and reasonable quantities and of a satisfactory quality.
- (3) A demonstrated ability to prepare detailed construction cost estimates for water and wastewater facilities, including the use of cost estimating guides, computer programs, and other tools.

The previous experience includes:

- (1) Experience with the design of water and wastewater treatment and reuse facilities including wastewater solids processing and handling facilities and onsite and decentralized wastewater systems; procedures for purchase and installation of water and wastewater pumping equipment, water and wastewater treatment equipment and process controls, and residual solids handling and disposal equipment.

- (2) Experience shall include experience in general construction management for water and wastewater treatment facilities and projects. This experience shall include construction cost estimating and analyzing and evaluating cost data. Experience shall also include assessing construction bids including evaluations of alternative construction materials; water and wastewater treatment equipment and process controls; and residual solids handling and disposal equipment based on cost, quality, and performance.
- (3) Experience with detailed cost estimates for wastewater collection and conveyance systems, pumping stations, manholes, and appurtenances; building materials and construction; and water distribution systems.
- (4) Experience with preparing reports including the evaluation, assessment and analysis of cost data, evaluation of availability of materials and equipment, and preparation of findings and recommendations.

### **III. TASK DETAIL**

The contractor shall perform the following tasks:

#### **Task 0: Work Plan Submission.**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes weekly (for the first few months of the WA) telephone conferences between the WACOR and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports pursuant to the contract.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-200. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP completed under task(s)0 of WA 2-200. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new PQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the CLCOR via e-mail. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

#### **Task 1: Kick-Off Meeting**

Prior to the start of activities, the contractor shall participate in teleconference with EPA, as scheduled by the WACOR. The contractor shall be

prepared to provide the notes of the meeting to the EPA WACOR no less than two (2) business days after the conclusion of the meeting, if requested. The length of the notes document shall be commensurate with the depth of discussion.

**Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Spreadsheets.**

The contractor shall utilize (and update if necessary based on consultation with the WACOR) the logistics and administrative processes established in WA 0-200 for receipt, handling, storage and retrievals and tracking of waiver requests and product availability reviews. The process includes procedures for the handling of all related materials including draft and final reviews, comments and responses. Both hard copies and electronic versions of submitted materials will be stored and made readily accessible to EPA. Submitted materials not provided in electronic versions shall be scanned and stored as well. The contractor shall use the existing tracking database system (WA 0-200) to determine the status of submitted waivers and their reviews at any point in time. The knowledge database will contain pertinent information derived from submitted waivers as well as reviews and will be updated with the primary purposes of (a) identifying commonalities that may form the basis for national or generic waivers and product reviews; and (b) identifying any inconsistencies in the review process across waivers and product reviews.

**Subtask 2.1: Monthly Updates**

The contractor shall provide a monthly report (at the request of the WACOR) that will include the status of the waiver reviews as well as any changes in the processes or data bases that need to be made as experience and knowledge is gained. Any proposed changes will require WACOR approval. The initial monthly report shall be a document of length commensurate with the depth of detail the contractor initially determines as necessary for waiver and product reviews.

**Task 3: Technical Reviews of Waiver and Product Availability Requests --** The contractor shall utilize the review guide updated for WA 0-200 to conduct a technical assessment of the strengths and weaknesses of each waiver or product availability request. The contractor shall also identify informational deficiencies, if any, that if corrected would significantly strengthen the technical merit of a waiver review or product availability request.

For each waiver request examined, the contractor shall provide a (roughly) one-page description of the technical strengths and weaknesses of the request as well as identify significant informational deficiencies. The review shall be completed and one-page description provided to EPA within seventy-two (72) hours of receipt of the waiver request to the contractor's review process. For the product availability request, where a recipient may 'anticipate' the need for a potential waiver but is requesting EPA's assistance in market reconnaissance, the activities performed by the contractor shall be similar to the waiver request review. However, no report is necessary, as a draft email to the WACOR summarizing the findings of the research shall be presented within seventy-two (72) hours of receipt of the request.

For budget estimations, the contractor shall assume the submission of 35 waiver requests and product availability reviews during the time period of this WA. Generally, travel will not be necessary to complete technical reviews except in unique circumstances, as directed by the COR.

**Task 4: Technical Support for the Development of National or Categorical Waivers and Other National Policies.** For consideration of potential national or categorical waiver or other national/regional policies, it is anticipated

that EPA will require technical support for gathering specific information on industry standards and practices for design and construction of water systems as well as equipment specifications, manufacturing, availability and costs from applicants, engineering firms and manufacturers. The contractor shall provide such information as requested by the WACOR along with their analysis, conclusions and recommendations to EPA in the form of draft product or sector review analyses and then final reports. For budget planning purposes, these reports should be of similar format, length and content as the waiver review requests but could encompass broad sector and categories of industry in addition to individual products. For budget estimations, the contractor shall assume 5 research efforts under this task during the time period of this WA. Generally, travel will not be necessary to support national or categorical waivers except in unique circumstances, as directed by the COR.

**Task 5: Support for Training Webcasts, Attendance at CIFA conferences, and Development of EPA AIS Water Program Policy Reports**

As requested by the WACOR, the contractor shall provide support for training sessions and/or Webcasts lasting up to four (4) hours. The contractor shall arrange and assist EPA in conducting the training sessions and/or webcasts including software assistance, providing an experienced training/webcast coordinator (with familiarity of the AIS and/or ARRA requirements), and assistance with public/participant registration for the training/Webcast. The contractor shall provide software support including extraction of questions, comments and responses from the webcasts. For the purposes of this WA, the contractor shall assume that support for five (5) trainings/webcasts shall be required.

As requested by the WACOR, the contractor shall travel on two (2) three-day trips to attend conferences held by the Council of Infrastructure Financing Authorities (CIFA) and including the post-conference EPA workgroup meeting. The contractor shall assist EPA during the conference and meeting on discussion topics related to AIS. While also providing notetaking assistance, the contractor is expected to provide subject matter expertise through participation in discussions as necessary, clarification of technical questions when requested, identification of areas of programmatic need and explanation for EPA staff, promotion of core AIS activities (product market research and certification letter review) for States, establishing contacts with State SRF staff for site visit coordination and planning, interfacing with EPA Regional staff on AIS issues as needed, and other technical assistance as requested by the WACOR. For the purposes of this WA, the contractor shall assume one person traveling to New Mexico and Washington, D.C. for the conferences. The contractor will provide a draft one-page bulleted summary of key discussion points during each conference within five (5) days of the conference/meeting completion.

As requested by the WACOR, the contractor shall develop research reports in support of program analysis of Agency and/or industry performance relating to AIS policies. The contractor shall assist EPA, as requested by the WACOR, in the development of a public document providing an overview of EPA's efforts to implement the AIS provisions or specific aspects of the program. The primary audience will be senior EPA and other Executive Branch officials and the US Congress as well as the water industry, construction and consulting engineering industries, labor associations, equipment manufacturers, and the general public. The overview will provide a synopsis of the AIS provisions and requirements, EPA's policies and approaches for implementing those provisions and requirements, issues and challenges that were encountered and their resolution, and information and analysis on success of the effort including information regarding compliance. Sections of the document may analyze potential environmental benefits of domestic iron and steel production and use for water infrastructure. For budget planning purposes, the contractor shall assume the final review document shall be up to 10 pages

in length. Detailed specifications of the report will be provided by WACOR technical direction.

**Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites.** The contractor shall conduct site visits and document reviews to confirm that CWSRF and DWSRF projects are serving the purpose described in the loan agreement and that they are complying with AIS requirements. The contractor shall use an AIS Site Visit Checklist developed under WA 0-200 and updated in WA 2-200. For cost estimating purposes, the contractor shall conduct approximately 60 individual site visits for the period of this WA. Each site visit should take approximately 4 hours. Multiple site visits may be combined in common locations for a total of 20 planned trips for the period of this WA. The list of sites will be provided by the WACOR when available. Site locations are possible in any State.

The WACOR will coordinate for the contractor a preliminary list and dataset (including site descriptions, contact information, location, etc.) where the contractor shall be responsible to coordinate site visits and evaluations. After discussing the protocol and typical approach to reaching out to States prior to contacting appropriate site contacts, the contractor shall then make arrangements to conduct site visits and review the construction of the chosen projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. In certain instances (as defined by the WACOR), EPA will coordinate outreach with a State and sub-recipient and the contractor shall support the site visit accordingly, upon request.

During a site visit the contractor shall review appropriate documentation and complete a construction site walkthrough. The contractor shall complete the State AIS Inspection Checklist during the site visit. A completed standardized EPA site visit form and a short memo summarizing the findings of the site visit form shall be considered the evaluation report that is the required deliverable for this task.

**Deliverable:** The contractor shall provide a *draft* site visit checklist and memo summarizing the findings to the WACOR for each project. The *draft* memorandum shall provide a brief summary of the site visit findings and a list of any deficiencies and recommendations. These deliverables will be provided within fourteen (14) days of the site visit. Upon receiving comments from EPA Headquarters, the contractor shall revise the deliverables as necessary and provide copies (if requested by the WACOR) to the State and appropriate EPA Region within seven days.

#### IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DUE TO EPA
<b>Task 0: Work Plan Submission</b>		
	Work plan and budget	Per contract requirements
	QA supplemental	No Later than 8/1/18
	Progress and financial reports	Monthly, per contract requirements
<b>Task 1: Kick-off meeting with COR</b>		
	Kick-off meeting with WACOR	Within five (5) days of work assignment approval
<b>Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Data Bases</b>		
	Update Draft description of process	One (1) week post Kick-off

	Monthly Report (as requested)	One (1) month after initiation
<b>Task 3: Technical Reviews of Waiver and Product Availability Requests</b>		
	For each waiver request, a summary report to EPA WACOR	Seventy-two (72) hours after waiver submitted to process
	For each product availability review, a summary email to EPA WACOR	Seventy-two (72) hours after request submitted
<b>Task 4: Support for Development of National or Categorical Waivers and Other National Policies</b>		
	Development of draft action plan and outline of policy support materials to be gathered collated and analyzed	One week following WACOR Technical Direction TD on issue area and scope
	Draft and Final of policy support report (as requested)	As indicated by WACOR-approved action plan but not to exceed WA period of performance
<b>Task 5: Support for Training Webcasts and Development of EPA AIS Water Program Policy Reports</b>		
	Draft and Final Overview (as requested)	As indicated by WACOR-approved action plan but not to exceed WA period of performance
<b>Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites</b>		
	Draft Completed Site Visit Checklist and Findings Memorandum	14 Days after Site Visit
	Final Site Visit Checklist and Findings Memorandum	Within 1 week of receiving edits to draft from WACOR

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual JPG file
Preferred portable format:	Adobe Acrobat, version 11.0 or higher

Section 508 of the Rehabilitation Act of 1973: All deliverables that will be prepared for public distribution or web publishing electronic and information technology (EIT) must give equal access to people with disabilities and shall meet the basic requirements of Section 508 compliance(<https://www.section508.gov/section508-laws>).

## VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions,



including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

#### **VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **IX. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual, such as the WA COR and Alt. WA COR is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **X. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

#### **XI. TRAVEL**

As presented in Task 5 and 6, the contractor shall anticipate twenty (20) trips for informational site visits to fund sub-recipients and two additional trips in support of the CIFA conference over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 3, 4 and 6, as well as the EPA's Mission to ensure protection of human health and the environment.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-201				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Amer Iron & Steel USDA				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.3, 3.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   11/26/2018   To   06/30/2019				
Comments: Immediate start is authorized for this work assignment										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2019										
This Action:						1,250				
Total:						1,250				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Timothy Connor							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>							Phone Number: 202-566-1059			
							FAX Number:			
Project Officer Name   Nancy Parrotta							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name   Angela Lower							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>							Phone Number: 513-487-2036			
							FAX Number:			

**PERFORMANCE WORK STATEMENT**

**Work Assignment# 3-201**

**Period of Performance: Issuance-6/30/2018**

**CL PWS: 2.3 & 3.1**

**LOE: 1250 hours**

**I. ADMINISTRATIVE**

**A. Title: Technical Support for American Iron and Steel Requirements  
Supporting USDA - Rural Utility Service**

**B. Work Assignment Contract Officer**

**Representative (WACOR):**

Timothy Connor  
Office of Wastewater Management (OWM)  
1200 Pennsylvania Avenue, NW (MC: 4204M)  
Washington, DC 20460  
202-566-1059  
202-564-2397 (fax)

**Alternate WACOR:**

Leslie Corcelli  
Office of Wastewater Management (OWM)  
1200 Pennsylvania Avenue, NW (MC: 4204M)  
Washington, DC 20460  
202-564-3825  
202-564-2397 (fax)

**C. Quality Assurance:** Task(s) 3 through 6 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Project-Specific Quality Assurance Project Plan (PQAPP) completed under task(s) 1 of WA 0-200, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:** Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandate domestic preference through the "American Iron and Steel" (AIS) requirement under which assistance recipients must use specific iron and steel products that are produced in the United States if the project is funded after May 5<sup>th</sup>, 2017 by the following United States Department of Agriculture (USDA) Rural Development (RD) Rural Utilities Service (RUS) Water Environmental Programs (WEP): Water and Waste Disposal Loan and Grant program, Guaranteed Loan Funds, Revolving Loan Funds, Emergency Community Water Assistance Grants, Section 306C Colonias and Tribal Set-Aside Grants, Rural Alaskan Native Village Grants, Household Water Well System Grants, and Rural Economic Area Partnership Zone. However, there may be specific situations in which the Agency determines it is necessary to waive this requirement. The legislation allows for a waiver of the AIS requirements if the Agency determines that:

(1) applying [AIS requirements] would be inconsistent with the public interest;

- (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent

In order to implement the AIS provisions, RUS WEP has developed a logical approach (mirroring that of EPA for similar AIS provisions) to allow for easy implementation so that projects are not unduly delayed nor burdened. This approach and related procedures are documented in RUS Bulletin 1780-35. These procedures describe the waiver process and the Agency's guidance for implementing the AIS requirements. The waiver procedures and other Agency information and training can be found on the AIS website at the following: <https://www.rd.usda.gov/water-and-waste-disposal-programs-american-iron-and-steel-requirement>.

This work statement supports the Interagency Agreement (RW-012-92489801-1) between USDA and EPA. In order to help inform and coordinate decision-making on the implementation of the AIS requirements and technical support relating to waiver requests and market availability, EPA is engaging the services of a national, EPA-based contractor to assist in: evaluating and tracking waiver requests; tracking and responding to AIS technical informational requests; gathering information to better inform technical decision-making; coordinating and conducting project site visits; and providing technical expertise in assessing individual informational and/or waiver requests, possible categorical or national waivers, and other USDA policies pertinent to meeting the AIS provisions.

## **II. OBJECTIVE:**

The Contractor shall provide support for technical and administrative tasks to help inform and coordinate policy development and decision-making on meeting the AIS provisions particularly in regard to dealing with requests for waivers from the requirements and conducting informational site visits. Efforts include:

- Evaluate and track (as requested by the WACOR) waiver requests related to the purchase and installation of AIS products for water, wastewater, stormwater and solid waste facilities to ensure waivers comply with one of the following justifications: (1) applying these requirements would be inconsistent with the public interest; (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.
- If applicable, evaluate construction cost estimates and develop detailed independent construction cost estimates when needed to evaluate waiver requests for the purchase and installation of construction material and equipment for water, wastewater, stormwater and solid waste facilities, including, but not limited to, estimated costs for AIS products. Compare project costs using products manufactured in the United States (US) compared to foreign manufactured goods.
- Prepare a report on each waiver review requested by the WACOR. The report shall document the steps taken in evaluating the waiver request and include an analysis focusing on the individual waiver request's technical strengths and weaknesses and identification of informational deficits that, if adequately addressed, would strengthen the waiver request. The average time for all reports to be completed and returned

to the WACOR shall be within seventy-two (72) hours of receiving the request for waiver; contactor shall notify EPA when a review will take over five (5) days. All reports shall be delivered to the WACOR in either Microsoft Word or Adobe PDF format (if designated/requested by the WACOR).

- Provide copies of all documentation used in the evaluation (upon request from the WACOR), summary of telephone calls, catalog information, quotes and estimates from manufacturers for construction materials, water and wastewater equipment, installation, and other information used in the evaluation.
- Development of a tracking spreadsheet database (as requested by the WACOR) documenting each waiver request including name and address of the requestor, Regional location, date waiver was submitted, justification for the waiver, results of the evaluation, date waiver was approved or rejected by RUS WEP, and the rationale of RUS WEP for the action taken. The database shall be updated and provided to the WACOR monthly. The database shall be in Microsoft Excel format.
- Informational Site Visit and Document Review coordination and assistance at loan recipient sites. EPA requests that the Contractor coordinate, conduct, and document regular (number as specified in Task 6) site visits for RUS WEP assistance recipients for the purpose of reviewing their understanding and implementation of the AIS requirements. The emphasis of the site visits is informational, education assistance for the recipients.
- Provide overall project management services, including subcontractor management (if applicable) and meet other administrative requirements, including:
  - Develop a project work plan to implement Performance Work Statement (PWS), including a detailed methodology, schedule, hours and dollars for completing each task and subtask.
  - Participate in meeting and conference calls, as requested by the WACOR, and provide a written summary of meetings and conference calls (if requested by the WACOR).
  - Provide monthly progress reports and other special reports as required by the WACOR.

The Agency envisions that to meet the objective of this work assignment, certain skill sets and previous experience will be necessary.

These skill sets include:

- (1) A thorough understanding of the AIS Requirements, the Buy American requirements of the American Recovery and Reinvestment Act (ARRA), the differences and commonalities of both sets of requirements, and all related guidance for the relevant AIS and ARRA provisions.
- (2) Thorough understanding of US and foreign markets for construction materials and equipment used in water and wastewater treatment facilities. This understanding shall include knowledge of US manufacturing capability to produce iron, steel, and the relevant manufactured goods in sufficient and reasonable quantities and of a satisfactory quality.
- (3) A demonstrated ability to prepare detailed construction cost estimates for water, wastewater, stormwater, and solid waste facilities, including the use of cost estimating guides, computer programs, and other tools.

The previous experience includes:

- (1) Experience with the design of water, stormwater, solid waste, and wastewater treatment and reuse facilities including wastewater solids processing and handling facilities and onsite and decentralized wastewater systems; procedures for purchase and installation of water and wastewater pumping equipment, water and wastewater treatment equipment and process controls, and residual solids handling and disposal equipment.
- (2) Experience shall include experience in general construction management for water, stormwater, solid waste, and wastewater treatment facilities and projects. This experience shall include construction cost estimating and analyzing and evaluating cost data. Experience shall also include assessing construction bids including evaluations of alternative construction materials; water, stormwater, solid waste, and wastewater treatment equipment and process controls; and residual solids handling and disposal equipment based on cost, quality, and performance.
- (3) Experience with detailed cost estimates for wastewater collection and conveyance systems, pumping stations, manholes, and appurtenances; building materials and construction; and water distribution systems.
- (4) Experience with preparing reports including the evaluation, assessment and analysis of cost data, evaluation of availability of materials and equipment, and preparation of findings and recommendations.

### **III. TASK DETAIL**

The contractor shall perform the following tasks:

#### **Task 0: Work Plan Submission.**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes weekly (for the first three months of the WA) telephone conferences between the WACOR and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports pursuant to the contract.

The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP completed under task(s)1 of WA 0-200. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new PQAPP supplementing the Contract QAPP

accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the CLCOR via e-mail. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

**Task 1: Kick-Off Meeting/Coordination Meeting with EPA and RUS WEP**

Prior to the start of activities, the contractor shall participate in teleconference with EPA and RUS WEP, as scheduled by the WACOR. The contractor shall be prepared to provide the notes of the meeting to the WACOR no less than two (2) business days after the conclusion of the meeting. The length of the notes document shall be commensurate with the depth of discussion.

**Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Spreadsheets.**

The contractor shall utilize (and update if necessary based on consultation with the WACOR) the logistics and administrative processes established in WA 0-200 for receipt, handling, storage and retrievals and tracking of waiver requests and product availability reviews. The process includes procedures for the handling of all related materials including draft and final reviews, comments and responses. Both hard copies and electronic versions of submitted materials will be stored and made readily accessible to RUS WEP. Submitted materials not provided in electronic versions shall be scanned and stored as well. A tracking system will be utilized to determine the status of a submitted waiver and its review at any point in time. A knowledge data base of pertinent information derived from submitted waivers as well as reviews will be updated with the primary purposes of (a) identifying commonalities that may form the basis for national of generic waivers and product reviews; and (b) identifying any inconsistencies in the review process across waivers and product reviews.

**Subtask 2.1: Monthly Updates**

The contractor shall provide a monthly report that will include the status of the waiver reviews as well as any changes in the processes or data bases that need to be made as experience and knowledge is gained. Any proposed changes will require WACOR approval. The initial monthly report shall be a document of length commensurate with the depth of detail the contractor initially determines as necessary for waiver and product reviews. For budgeting purposes, the contractor shall assume that the recurring monthly update report will mirror those from WA 0-200 through 3-200.

**Task 3: Technical Reviews of Waiver and Product Availability Requests --** The contractor shall utilize the review guide updated for WA 0-200 to conduct a technical assessment of the strengths and weaknesses of each waiver or product availability request. The contractor shall also identify informational deficiencies, if any, that if corrected would significantly strengthen the technical merit of a waiver review or product availability request.

For each waiver request examined, the contractor shall provide a (roughly) one-page description of the technical strengths and weaknesses of the request as well as identify significant informational deficiencies. The review shall be completed and one-page description provided to EPA and RUS WEP within seventy-two (72) hours of receipt of the waiver request to the contractor's review process. For the product availability request, where a recipient may 'anticipate' the need for a potential waiver but is requesting RUS WEP's



assistance in market reconnaissance, the activities performed by the contractor shall be similar to the waiver request review. However, no report is necessary, as a draft email to the WACOR summarizing the findings of the research shall be presented within seventy-two (72) hours of receipt of the request.

For budget estimations, the contractor shall assume the submission of ten(10) waiver requests and product availability reviews during the time period of this WA.

**Task 4: Technical Support for the Development of National or Categorical Waivers and Other National Policies.** For consideration of potential national or categorical waiver or other national/regional policies, it is anticipated that RUS WEP will require technical support for gathering specific information on industry standards and practices for design and construction of water systems as well as equipment specifications, manufacturing, availability and costs from applicants, engineering firms and manufacturers. The contractor shall provide such information as requested by the WACOR along with their analysis, conclusions and recommendations to RUS WEP in the form of draft product or sector review analyses and then final reports. For budget planning purposes, these reports should be of similar format, length and content as the waiver review requests but could encompass broad sector and categories of industry in addition to individual products. For budget estimations, the contractor shall assume one (1) research effort under this task during the time period of this WA. Generally, travel will not be necessary to support national or categorical waivers except in unique circumstances, as directed by the WACOR.

**Task 5: Support for Training Webcasts and Development of EPA AIS Water Program Policy Reports**

As requested by the WACOR, the contractor shall provide support for training sessions and/or Webcasts lasting up to four (4) hours. The contractor shall arrange and assist RUS WEP in conducting the training sessions and/or webcasts including software assistance, providing an experienced training/webcast coordinator (with familiarity of the AIS and/or ARRA requirements), and assistance with public/participant registration for the training/Webcast. The contractor shall provide software support including extraction of questions, comments and responses from the webcasts. For the purposes of this WA, the contractor shall assume that support for two (2) trainings/webcasts shall be required. Generally, travel will not be necessary to support RUS WEP training/webcasts except in unique circumstances, as directed by the WACOR.

As requested by the WACOR, the contractor shall develop research reports in support of program analysis of Agency and/or industry performance relating to AIS policies. The contractor shall assist RUS WEP, as requested by the WACOR, in the development of a public documents, such as providing an overview of RUS WEP's efforts to implement the AIS provisions or specific aspects of the program. For reports, the primary audience generally will be senior RD and other Executive Branch officials and the US Congress as well as the water industry, construction and consulting engineering industries, labor associations, equipment manufacturers, and the general public. For the typical report, the contractor would provide a synopsis of the AIS provisions and requirements, RUS WEP's policies and approaches for implementing those provisions and requirements, issues and challenges that were encountered and their resolution, and information and analysis on success of the effort including information regarding compliance. Sections of the documents may analyze potential environmental benefits of domestic iron and steel production and use for water infrastructure. For budget planning purposes, the contractor shall assume the final review document shall be up to 10 pages in length and that three reports of similar content and effort will be

requested by the WACOR. Detailed specifications of the report will be provided by WACOR technical direction.

**Task 6: Informational Visits and Document Reviews at Assistance Recipient Sites.** The contractor shall conduct site visits and document reviews to confirm that WEP projects are serving the purpose described in the assistance agreement and that they are complying with AIS requirements. The contractor shall use the RUS WEP AIS Site Visit Checklist (to be provided by the WACOR), based on the checklist developed under WA 0-200. For cost estimating purposes, the contractor shall conduct approximately twenty-five (25) site visits for the period of this WA. Each site visit should take approximately 4 hours. Multiple site visits should be combined in common locations for a total of ten (10) planned trips for the period of this WA. The list of sites will be provided by the WACOR when available. Site locations are possible in any State. For budgeting purposes, the contractor should utilize the average site visit trip developed from site visits conducted under WA 0-200 through 3-200.

The WACOR will coordinate for the contractor a preliminary list and dataset (including site descriptions, contact information, location, etc.) where the contractor shall be responsible to coordinate site visits and evaluations. After discussing the protocol and typical approach to reaching out to regional RUS WEP staff prior to contacting appropriate site contacts, the contractor shall then arrange to conduct site visits and review the construction of the chosen projects. During all contact with individuals outside of RUS WEP, contractor staff shall identify themselves as a contractor with EPA. In certain instances (as defined by the WACOR), RUS WEP will coordinate outreach with a sub-recipient and the contractor shall support the site visit accordingly, upon request.

During a site visit the contractor shall review appropriate documentation and complete a construction site walkthrough. The contractor shall complete the RUS WEP AIS Inspection Checklist during the site visit. A completed standardized RUS WEP site visit form and a short memo summarizing the findings of the site visit form shall be considered the evaluation report that is the required deliverable for this task.

**Deliverable:** The contractor shall utilize a site visit checklist provided by WACOR and provide a memo summarizing the findings to the WACOR for each project. The *draft* memorandum shall provide a brief summary of the site visit findings and a list of any deficiencies and recommendations. These deliverables will be provided within fourteen (14) days of the site visit. Upon receiving comments from the WACOR, the contractor shall revise the deliverables as necessary and provide copies (if requested by the WACOR) to RUS WEP within seven days.

#### IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DUE TO EPA
<b>Task 0: Work Plan Submission</b>		
	Work plan and budget	Per contract requirements
	Progress and financial reports	Monthly, per contract requirements
<b>Task 1: Kick-off meeting with COR</b>		
	Kick-off meeting with WACOR	Within five (5) days of work assignment approval

<b>Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Data Bases</b>		
	Update Draft description of process	One (1) week post Kick-off
	Monthly Report (as requested)	One (1) month after initiation
<b>Task 3: Technical Reviews of Waiver and Product Availability Requests</b>		
	For each waiver request, a summary report to EPA WACOR and RUS WEP point of contact.	Seventy-two (72) hours after waiver submitted to process
	For each product availability review, a summary email to EPA WACOR	Seventy-two (72) hours after request submitted
<b>Task 4: Support for Development of National or Categorical Waivers and Other National Policies</b>		
	Development of draft action plan and outline of policy support materials to be gathered collated and analyzed	One week following WACOR Technical Direction TD on issue area and scope
	Draft and Final of policy support report (as requested)	As indicated by WACOR-approved action plan but not to exceed WA period of performance
<b>Task 5: Support for Training Webcasts and Development of RUS WEP AIS Program Policy Reports</b>		
	Draft and Final Overview (as requested)	As indicated by WACOR-approved action plan but not to exceed WA period of performance
<b>Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites</b>		
	Draft Completed Site Visit Checklist and Findings Memorandum	14 Days after Site Visit
	Final Site Visit Checklist and Findings Memorandum	Within 1 week of receiving edits to draft from WACOR

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual JPG file
Preferred portable format:	Adobe Acrobat, version 11.0 or higher

Section 508 of the Rehabilitation Act of 1973: All deliverables that will be prepared for public distribution or web publishing electronic and information technology (EIT) must give equal access to people with disabilities and shall meet the basic requirements of Section 508 compliance (<https://www.section508.gov/section508-laws>).

## VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

#### **VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **IX. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **X. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

#### **XI. TRAVEL**

As presented in Task 6, the contractor shall anticipate ten (10) trips for informational site visits to fund sub-recipients over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 3, 4 and 6, as well as the RUS WEP effort to implement the American Iron and Steel requirements, which are the same as those applying to the EPA DWSRF and CWSRF programs. All travel shall be approved by the CL-COR in advance and in accordance with the contract level clause.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-22				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Dvp of UIC Training Modules				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 2.2, 2.3, 2.2.7, 3.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   07/01/2018   To   06/30/2019					
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:                      Cost/Fee:                      LOE: 09/01/2015   To   06/30/2019										
This Action:  										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name    Jeff Jollie  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-3886 FAX Number:			
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 3-22**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Development of Underground Injection Control Training Modules**

**B. Work Assignment Contracting Officer's Representative (WACOR):**

Jeff Jollie  
Office of Ground Water and Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC: 4606M)  
Washington, DC 20460  
202-564-3886  
[Jollie.Jeff@epa.gov](mailto:Jollie.Jeff@epa.gov)

**Alternate WACOR:**

William Bates  
Office of Ground Water and Drinking Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC: 4606M)  
Washington, DC 20460  
202-564-6165  
[Bates.william@epa.gov](mailto:Bates.william@epa.gov)

**C. Period of Performance: 7/1/2018 – 6/30/2019**

**D. Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

**E. Background:**

The Environmental Protection Agency (EPA), as authorized by the Safe Drinking Water Act, establishes minimum federal requirements for Underground Injection Control (UIC) programs for the protection of underground sources of drinking water (USDWs). The UIC Program is responsible for permitting the construction, operation, monitoring, reporting and closure of the injection wells in a manner necessary to protect USDWs.

The UIC program's National Technical Workgroup (NTW) identified that there is a need for training related to the UIC program. NTW is an existing forum whereby specific issues related to UIC technical issues can be discussed and reviewed by UIC Program experts. The NTW is not a formal policy or rulemaking body. They indicated that past training efforts have focused primarily on inspection but issues in recent years such as induced seismicity, aquifer exemptions, hydraulic fracturing, mechanical integrity and repair issues associated with aging injection wells, developments in reservoir testing technologies, and reservoir over pressurization indicate a need for additional training on injection well operations, permit condition design, and reservoir testing and assessment.

The UIC program's NTW is comprised of staff from UIC programs at EPA Headquarters and Regional Offices and selected state programs authorized to implement the UIC program. The

## **II. OBJECTIVE:**

The contractor shall provide support for the development of UIC specific training modules by assisting in the development and/or updating training tools, and through hosting the training modules on the Contractor's servers for UIC and state partner review.

These materials shall be designed to assist primacy agencies to develop strategies to address injection-induced seismicity, and provide basic technical and programmatic aspects for UIC practitioners.

This work will be completed commensurate with Sections 2.2, 2.2.7, 2.3, and 3.4 of the Contract Level PWS.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 –Work Plan**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

If subcontractor(s) is proposed and subcontractors are outside of the local metropolitan area, the contractor shall include information on plans to manage the work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required.

The Contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

At this time no such events, meetings, or trainings are anticipated for this work assignment.

### **Deliverables:**

- Work plan and monthly progress and financial reports.



### **Task 1 – Illustrations and Animations**

The Contractor shall develop illustrations and animations to support development of training material for UIC and injection-induced seismicity concepts. The illustrations and animations will highlight concepts that are introduced in the training module scripts. Where feasible the Contractor should leverage material that EPA and the Contractor have used for other well related activities.

Work on each animation will begin with a 30-minute teleconference between the Contractor and the WACOR. During the teleconference EPA will provide specific details on the outcome and will work with the Contractor to storyboard animations. It is assumed that any graphic or illustration development will be initiated after a conversation with the WACOR.

#### Deliverables:

- Fifteen graphics/illustrations. Graphics/illustrations shall be submitted in jpg format at maximum quality.
- Eight animations. Animations will be submitted in high definition MP4 format using H.264 Codec.

#### Assumptions:

- It is assumed that any graphic or illustration development will be initiated after a conversation with the WACOR.
- Work on each animation will begin with a 30-minute teleconference between the contractor and the WACOR. During the teleconference EPA will provide specific details on the outcome and EPA will work with the Contractor to storyboard the animations.

### **Task 2 – Interviews**

The Contractor shall assist EPA in conducting 2 interviews with various state and federal agents. The goal of the interviews is to highlight and better illustrate UIC and/or injection-induced seismicity concepts.

The Contractor will be responsible for all aspects of digital video and audio collection, including the management of lighting and backdrops. The Contractor will have a teleprompter available for use during the videotaping interview sessions. The Contractor will deliver all of the high definition MP4 raw video (1080p) using H.264 Codec.

EPA plans to coordinate the interviews with the timing of Ground Water Protection Council meetings. The Contractor shall provide planning support to assist EPA in preparing for the video interviews. The contractor shall anticipate one trip in support of this WA over the duration of the performance period. The 2018 Annual Forum will be held in New Orleans, LA September 10-13, 2018.

#### Deliverables:

- Three digitally recorded video interviews submitted in high definition MP4 (1080p) format using H.264 Codec. Raw footage will be no more than 30 minutes in length.

Assumption:

- Contractor will submit raw digital video. No post-production editing will be required.

**Task 3 – Module Voiceover**

The Contractor shall assist in the development of voiceovers for the training modules. Each module shall be approximately 25 minutes in length. Voiceovers shall be done by voice “talent”, staff who have experience doing voiceover work. The Contractor shall also assist in the post-production of all voiceover work.

Deliverables:

- Voiceovers for approximately 5 modules. Each module should be approximately 25 minutes in length. The audio files will be submitted in 32 bit .wav PCM format.

**Task 4 – Module Content Review**

The contractor shall use Captivate 9 to assist with high-level review and/or editing of training modules. This will be to ensure that there is consistency across the training modules. The Contractor shall also assist with adjusting the text as needed to reflect the illustrations, animations, and interviews.

- **Subtask 4.1: User Support**

The Contractor shall house draft captivate training modules on the Contractor’s server and will provide controlled access to EPA identified reviewers. The Contractor will also provide troubleshooting support to assist EPA on any Captivate IT issues that may arise during training module development, including the internal and external review process.

Deliverables:

- Reviewed modules with suggested edits.

Assumption:

- For estimation purposes, the Contractor shall assume 30 modules will be reviewed and server capacity for 40 training modules will be required. The Contractor shall anticipate 10 IT related issues identified by EPA and/or State reviewers.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Workplan Submission</b>		
	Workplan and budget	According to contract
	Monthly progress reports	Monthly
<b>Task 1: Illustrations and Animations</b>		
	Fifteen graphics/illustrations. Graphics/illustrations shall be submitted in jpg format with maximum quality.	Within two working days of the upfront teleconference.

	Eight animations submitted in high definition MP4 format using H.264 Codec. modules). Animations shall be submitted in high definition MP4 format using H.264 Codec.	Within three working days of the upfront teleconference.
<b>Task 2: Interviews</b>		
	Three digitally recorded video interviews submitted in high definition MP4 (1080p) format using H.264 Codec.	Within three weeks of receipt of technical direction from EPA COR.
<b>Task 3: Module Voiceover</b>		
	Voiceovers for approximately 5 modules. Each module should be approximately 25 minutes in length. The audio files will be submitted in 32 bit .wav PCM format.	Within three weeks of receipt of technical direction from EPA COR.
<b>Task 4: Module Content Review</b>		
	Reviewed modules with suggested edits.	Within two weeks of receipt of modules.

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual .jpg file
Preferred portable format:	Adobe Acrobat, version 6.0

## VI. TRAVEL

The contractor shall anticipate one trip in support of this WA (i.e., Task 2) over the duration of the performance period. The travel is anticipated to be to assist in recording interviews at the Fall Ground Water Protection Council 2018 Annual Forum. The 2018 Annual Forum will be held in New Orleans, LA September 10-13, 2018. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 2 as well as the EPA's Mission to ensure protection of Underground Sources of Drinking Water, human health and the environment.

It is anticipated that the duration the trip will be between two and four days in length.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.